



8966 Pro HELP MANUAL 2014

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8966 Pro

by 1099 Pro

1099 Pro provides secure and intuitive FATCA Form 8966 software capable of tax form management and IRS XML reporting.

The IRS is quickly finalizing the FATCA reporting requirements and will require Foreign Financial Institutions (FFIs) from Model 2 countries to report FATCA Form 8966, the FATCA report, directly to the IRS. FFIs from Model 1 countries, that must report to their host country who in turn transmits to the IRS, still must manage their FATCA Reports in one centralized location for ease of reporting.

8966 Pro® 2014

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1 Getting Started



Welcome to 8966 Pro 2014

1099 Pro Basic Software Functionality

[Add a filer](#)

[Add a record](#)

[Add a recipient](#)

[Import forms](#)

[Important dates](#)

[Update Software](#)

[Support](#)

V. 3/3/2015

1.1 Disclaimer

Disclaimer

The 1099 Pro, Inc. methodology of flagging errors & warnings is merely a tool to help detect *some* of the possible inconsistencies or omissions in your data. 1099 Pro, Inc. does not assert that our system of detecting Errors and Warnings matches that of the IRS/SSA or that our system will detect any or all errors in your data. You may in fact have records that flag no Errors or Warnings and the IRS/SSA may both reject your files and or records and assess significant penalties on the data or lack of data that you submitted or did not submit. 1099 Pro, Inc. assumes no responsibility or liability for the detection of errors, omissions, inconsistencies, warnings, formatting, accuracy or complete filing or processing of your data. This software application identifies many, but not all, of the most common format errors in information compliance submissions. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this application. Even if no errors are identified by this software, your submission could be returned or you could be penalized because of other errors.

1.2 About 1099 Pro, Inc.

About 1099 Pro, Inc.

1099 Pro, Inc.

Founded in 1989, 1099 Pro, Inc. is a market-leading provider of information-reporting solutions & services for 1099, W-2 and 1042-S filers. 1099 Pro develops and markets a comprehensive range of products that enable any size business or institution to effectively manage and be compliant with IRS requirements. 1099 Pro products range from Client Server / ASP applications (capable of filing over 100 million records) utilizing a MS SQL back end with a multi-year presentation of forms via Internet Explorer, to desktop software products for filing from 20 – 100,000 forms, to www.eFileMyForms.com for internet filing of < 20 forms. Adjunct products include secure Hosting and Services for information processing, printing, filing and penalty abatement. With the ever-changing IRS laws and regulations, 1099 Pro develops new services, solutions, and software enhancements, remaining ahead of the curve of the industry. 1099 Pro is a Microsoft Certified Partner; MBE certified and has received SSAE 16 SOC I Type II certification.

Software offered by 1099 Pro, Inc.*Tax Pro*

Prepares forms W-2, W-3, 1099-INT, 1099-MISC, and 1096. Supports printing to pre-printed forms, and electronic filing to the IRS/SSA.

W-2 Pro

Prepares forms W-2, W-2C, W-3 and W-3C transmittals. Supports printing to blank or preprinted forms. Through the software you can generate a formatted transmittal file for the SSA site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing.

1042-S Pro

Prepares form 1042-S on plain paper and allows you to print recipient copies B, C, and D on one page with instructions on a separate page. Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS.

1099 Pro Professional

Professional edition offers a streamlined and cost effective answer to your tax season. Prepares printing and paper filing for all forms in the 1098, 1099, 3921, 3922, 5498 and W-2G series. For an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

1099 Pro Enterprise

Enterprise software is a powerful information reporting solution designed with simplicity in mind. Enterprise supports the processing, printing, and paper or electronic filing of forms from series 1098, 1099, 3921, 3922, 5498, and W-2G. Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

1099 Pro Corporate Suite

The 1099 Pro, Inc. Corporate Suite software combines the power of our Professional and Enterprise software with the speed, performance, and security of Microsoft's SQL Server technology, making it the ultimate solution for businesses. Corporate Suite supports the processing, printing, and paper or electronic filing of forms from series 1097, 1098, 1099, 3921, 3922, 5498, W-2, W-2G, and 1042-S. Through the software you can generate a formatted transmittal file for the IRS Fire site, or for an additional fee, upload your data to our Service Bureau for printing, mailing, and electronic filing to the IRS/SSA.

The 1099 Pro Service Bureau

The 1099 Pro, Inc. Service Bureau was established for the purpose of helping companies ease through the tax season successfully. The Service Bureau features a highly secure SSAE 16 SOC I Type II and PCI Compliant environment, configured to process an unlimited amount of records and form types. The Service Bureau can print and mail records to your recipients, display records online securely via the Web Presentment service, and electronically file your records with the IRS. Continue reading to learn more about the services that 1099 Pro offers. Using the simple upload wizard and secure FTP agent available in your 1099 Pro software, you can easily transmit your records for printing, mailing, or filing. To make sure you are taking full advantage of our information reporting solutions, we offer free tech support via phone or live chat.

Services offered by 1099 Pro & the Service Bureau Include:

Filing

We can handle any volume of records for electronic filing. An upload feature, which safely sends your file directly to our Service Bureau, is built in to every version of the 1099 Pro, Inc. software.

Print & Mail Services

Printing, mailing, and electronic delivery services are available! Our SSAE 16 SOC I Type II Service Bureau offers a secure, efficient, and friendly solution.

Bulk TIN Matching

The Service Bureau can transmit your file to the IRS Bulk TIN Matching Program. A transmission of up to 100,000 records is simple via the 1099 Pro software's upload wizard and secure FTP agent.

Hosting

Our hosted service provides unparalleled speed, security, and bandwidth in which to run 1099 Pro Software. Our Qwest CyberCenter facilities are connected with OC-768 bandwidth to our state-of-the-art fiber optic IP network.

Independent Contractor Reporting

Many states require ICR reporting in their efforts to collect child support and alimony. You can report payments that you make to contractors by visiting IndependentContractorReporting.com, brought to you by 1099 Pro, Inc.

CA592

California now requires 7% withholding and quarterly reporting when making payments to non-California residents. 1099 Pro, Inc. offers CA592.com as the best solution for form CA592.

Electronic Delivery

Give your recipients the option to access their forms from a secure internet site instead of receiving a mailed form. The electronic delivery option significantly reduces costs.

Printing & Mailing with Web Presentment

The Service Bureau can make your forms available for online viewing and reprinting via our secure internet site.

Web Presentment Only

Print and mail your forms in-house and have them available to view via our secure internet site.

Pressure Seal Printing

Our Pressure Seal paper stock, for customers uploading forms for printing and mailing, adds additional security for recipients. This eliminates the chance for information to be viewed through an

envelope window.

Full Service

Throughout the year, our regulatory team will work with your team to process your payee and payment information, imports, and balances, as well as reconcile posted information to your business areas. Additionally, we will produce all federal/state returns, act as a transmitter on your company's behalf, and generate payee statement files, B Notices, and management reports for you.

1.3 Quick Tour

Quick Tour

Overview of Information Reporting.

What is a 1099 Form?

According to the IRS and Federal tax law, you must report to the IRS payments totaling \$600 or more made to independent contractors over the course of the calendar year. When a person is paid on the form, 1099-MISC for example, all money earned by the individual is paid on an untaxed basis. It is then the responsibility of the individual to file and pay the appropriate taxes. These taxes can be owed to Federal, State and Local governments. Workers compensation and unemployment issues also must be addressed independently.

Who we are?

1099 Pro, Inc. provides award winning 1099 software for filing tax forms 1099, 1098, W-2, 1042-S and many others. For your convenience, 1099 Pro carries a complete line of tax supplies including: 1099 forms, W-2 forms, 1042-S forms and envelopes. We also offer Print/Mail/E-Filing services in the form of our [Service Bureau](#). To save you time and money, 1099 Pro continues to offer complimentary technical support with the purchase of any of our software products.

The 1099 Pro Service Bureau

The Service Bureau is a Print/Mail/E-Filing service offered to users of 1099 Pro software. All of our software products allow the creation of a data UPLOAD file which can be easily transmitted to our Service Bureau. We can then print and mail the appropriate forms on your behalf and/or electronically submit your file to the IRS. We can process any number of filers, recipients, and form types.

Why should I use the Service Bureau?

The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the appropriate 1099 Pro software package.
2. Call or E-Mail our Service Bureau to set an appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your upload file to us on or before your appointment date.

Why It's Important to Comply?

If you don't file information returns, you face various penalties.

For example, failing to file correct information returns by the due date results in penalties that range from \$15 to \$50 *per* Form W-2 or Form 1099, depending on how late you file the return, and the size of your business. The maximum penalty ranges from \$75,000 to \$250,000 (\$25,000 to \$100,000 for small businesses, defined as a business where your average annual gross receipts are \$5 million or less).

If you intentionally disregard filing requirements, you can pay a penalty of at least \$100 per information statement, with no maximum penalty.

There are three exceptions to these filing penalties:

- If you can demonstrate that your omission was due to an event that was beyond your control or due to some significant mitigating factor and was not willful neglect, you may avoid the penalty. You must also show that you acted in a responsible manner and took steps to avoid the failure to file.
- An inconsequential error or omission is not considered a failure to include correct information because it doesn't prevent or hinder the SSA/IRS from processing the Form W-2, or from correlating the information required to be shown on the form with the information shown on the payee's tax return.
- The IRS also has something called a *de minimis* rule for corrections when certain requirements are met. Basically, if the value provided to an employee is less than it would cost to fix the return, it may sink beneath notice. See the [IRS Topic: De Minimis \(Minimal\) Benefits](#).

Filing Accurate Information Returns

The IRS issues very detailed and exacting instructions for filling out information returns. For instance, the IRS has very definite preferences for which forms can be used, what font you should use (no script characters), where you should place the data in the blocks, and where you can use zeros.

So follow the instructions carefully. If the IRS can't interpret your forms, you may be subject to a penalty of \$50 for each return in an improper format.

[Take me back to Getting Started](#)

1.4 Registration & Upgrades

Registration & Upgrades

Software Activation

If your software is running in "DEMO" mode, you must enter your 14 character authorization code so your demo will unlock, giving you access to all features. Once you have your authorization code follow these steps to activate your software:

1. From within the software Click on the menu item "Utilities" (at the top of the screen)
2. Select "Software Registration/Demo Activation"
3. Enter your code & click on the "Activate Now" button
4. If for some reason you code does not work please call the number below.

How to obtain an Authorization Code

Internet: go to www.1099pro.com and purchase the software from our web site.

Phone: call toll free (888) 776-1099 or (888) pro-1099 from 6am-5pm PST or call (818) 876-0200

E-Mail: sales@1099 Pro.com

Upgrading Transaction Limits

Transactions are the number of actual tax forms that may be entered or imported, regardless of print status, into 1099 Pro. A standard installation allows for 5,000 transactions. To enter additional transactions you must upgrade 1099 Pro with a bump code. Bump codes may be purchased online at www.1099pro.com or by contacting Sales at (888) 776-1099.

To upgrade transactions

1. At the [menu bar](#) go to Utilities and Software Registration & Upgrades.
2. Enter your bump code and click "Upgrade Now".

How Many Transactions Do I Have?

To track your transactions refer to the Registration window:

1. At the [menu bar](#) go to Utilities and Software Registration/Demo Activation.
2. Subtract the Current Record Limit from the Current Record Total.

1.5 Update Software

Update Software

Software Updates

1099 Pro, Inc often publishes software updates to keep up with the evolving rules and regulations of the IRS, SSA, and state agencies. To ensure your compliance, software updates should be checked for frequently. There are a few ways to see if you are running the most up-to-date version of 1099 Pro software:

- When starting any version of the 1099 Pro software, a pop-up will suggest checking for a software update.
- In Windows, go to the Start Menu, Programs, 1099 Pro, Inc, then click on Check for 1099 Pro Updates.
- Visit our host site at host.1099pro.com

2 Technical Support & Maintenance

Technical Support

1099 Pro includes [context-sensitive](#) help screens as the first means of supporting your use of this product. In addition, 1099 Pro, Inc. now offers several new technical support options including; [Online Help Tutorials](#) and an [Online Knowledge Base](#). These options are intended to provide customers with immediate solutions. If these sources do not contain the answers to your questions, contact technical support by phone or E-Mail. To help us better assist you, please provide the following information:

- Company name or Customer ID number
- Please be at the computer you are experiencing the problem with
- A list of what steps were taken prior to the problem
- Any error messages that you have encountered.

Technical Support Options

Help Tutorials and Knowledge Base

<http://www.1099 Pro.com>

Phone (888) 776-1099 (toll-free) or (818) 876-0200

E-mail support@1099 Pro.com

Service Bureau

Phone - (866) 444-3559

E-Mail - sb@1099 Pro.com

Normal Hours

Monday - Friday, 7:00 am - 5:00 pm PST

Saturday - Closed

Sunday - Closed

Tax Season Hours (January)

Monday - Friday, 5:00 am - 6:00 pm PST

Saturday - 8:00 am - 12:00 pm PST

Sunday - 8:00 am - 12:00 pm PST

Direct Links

Tutorials: <http://www.1099pro.com/videos.asp>

Software download location: <http://host.1099 Pro.com>

IRS Telephone Assistance: Information Reporting Customer Service Site

If you have questions about reporting on Forms 1096, 1098, 1099, 5498, W-2, W-2G, and W-3, you may call a toll-free number, 1-866-455-7438. You may still use the original telephone number, 304-263-8700 (not toll free). For TTY/TDD equipment, call 304-267-3367 (not toll free). The call site can also be reached by E-Mail at mccirp@irs.gov. The hours of operation for the call site are Monday through Friday from 8:30a.m. to 4:30 p.m., Eastern time. For other tax information related to business returns or accounts, call 1-800-829-4933.

Complimentary technical support is limited to questions regarding 1099 Pro software. We are NOT authorized to provide accounting, tax or legal advice. Please direct such questions to your accountant or attorney. Calls may be limited during peak tax season.

2.1 System Requirements

System Requirements

1099 Pro minimum system requirements include:

- Windows 2000/ME/XP/2003/VISTA/7/2008/8/2012
- 32 or 64 bit operating system compatible
- Intel Pentium II/Celeron or AMD Athlon/Sempron/Turion (Minimum)
- 256MB RAM (512MB or more preferred)
- 100+MB free hard drive space
- For use with ANY Windows compatible printer
- Windows compatible network (optional)

1099 Pro also requires [display settings](#) of 800x600 and small fonts to properly display windows and type. Some Deskjet, Inkjet or Bubblejet printers may not print to the bottom 1/2-inch of paper.

2.2 Install

Install

To install single-user* or Demo

1. Insert the CD-ROM into your computer's CD-ROM drive.
2. On your Windows desktop click the "Start" button and select "Run".
3. In the Open field, type x:\setup.exe, where x is the name of the CD-ROM drive and setup.exe is the name of the W2 Pro executable.
4. Click "OK" to start the setup program.
5. Follow the instructions provided by the setup program. If the 2013 software is detected on your system the Roll Forward Utility activates.

Virus Checkers

Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in W2 Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

2.3 Multi-User Installations

Multi-User Installations

The features contained within this section are available exclusively to users of the Enterprise & Professional editions of our software.

Note: If you are upgrading from a single user/DEMO version of the software to a multi-user version please perform the following steps:

1. Close all applications including 1099 Pro.
2. On your Windows desktop click the "Start" button.
3. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
4. Select "1099 Pro" for the year you are upgrading and click the "Add/Remove" button.
5. At the Select Uninstall Method screen choose "Uninstall the program, but KEEP data files and backups" and then click the "Next" button to start the uninstall program.
6. 1099 Pro prompts you through the remainder of the uninstall routine.
7. Once the process is done be sure to remove the "Admin" in the installation folder for the software year you just uninstalled.

Once this is done follow the appropriate multi-user installation instructions below.

1099 Pro is network neutral; either a peer or server install is OK. The only requirement is that one machine is designated as server and all others as workstations.

To perform network installation

1. Determine a network drive and folder to install 1099 Pro. All workstations must have rights to this folder. The software can use a UNC or a mapped network drive.
2. Install 1099 Pro on the server where the data will be stored. Enter your multi-user [Registration code](#) as prompted. Select Webupdate Workstation as the Install Type. Allow the program files to reside on the local drive
3. Upon successfully installing 1099 Pro to the network, click on the "1099 Pro icon" on your desktop. The Welcome Wizard walks you through setting up the software. By default, Audit Trails and Security are enabled*. Complete the Welcome Wizard and then re-enter 1099 Pro. Administrators use "Administrator" and "NEW" to logon for the first time with enabled security. Administrator must create [users](#) and assign rights prior to installing 1099 Pro to workstations.

We recommend enabling Security. If security is disabled ANY USER on ANY WORKSTATION can access 1099 Pro and view/modify Administrator settings and all data. This includes the potential for ANYONE to create himself as Administrator and lock you out of 1099 Pro!

To perform workstation installation

1. Complete network installation prior to installing workstation(s).
2. Install 1099 Pro at the workstation. Enter your multi-user [Registration code](#) as prompted. Select Workstation Installation as the Install Type. Browse for the network drive and folder (e.g., X:\1099 Pro \<%PRODNAME-8966%> where "X" is the mapped network drive). Allow the program files to reside on the local drive (e.g., C:\1099 Pro\ProFAT14).
3. If the Administrator enabled security, the workstation is deemed a "user". Upon first entering 1099 Pro at the workstation a User ID (as assigned by the Administrator) is required. For the Password enter "new". The User is then required to create their own unique password.

Multi-User installation with Remote Data/Program Location

1. **Install Server** - Installing software a code ending with ME or MP will trigger a Multi-user installation. ALWAYS install the "Server" first noting that this PC will be the only PC where software updates can be applied. Subsequent installations are "Workstations".
2. **Remote Data/Program Location** - When installing the 'Server', you are presented with an option to have your data and program DLL's reside on another PC, Novell drive or Network Attached Storage.
 - Check the box "Allow Remote Server Installation" to start the Remote Data/Program Location.
 - Click on the "Browse" button and select the destination directory. Note that the value under "Select Destination Directory" must end with a pathname of \Pro99T14 (or similar depending if you are installing 1099, W-2 or 1042-S Pro). Note that you may select a mapped network drive or you may use UNC such as //amd800/C in this case.

- Next you will be prompted if you wish to roll forward data such as Filers, Security Settings, ... from a prior year. Once you have finished installation you can open the software, click on "Help" and "About" and then click on the graphic icon for the software and you can see the data paths involved. Note that none of the data or program files are kept on the "Server", they are kept at the Remote Server/Data Location.
3. **Install Workstations** - Perform subsequent workstation installations as needed. Be sure that each workstation has read/write/delete rights to the Remote Data/Program Location. Note: each Workstation must communicate with the Remote Server/Data Location via UNC or a mapped letter drive. Workstations do not have to communicate with the "1st Multi-user Installation = 'Server' shown above.
4. **Webupdates** - When it is time to perform a Webupdate you will have to perform it from the "Server" that you just installed. Webupdates are performed at the "Server" and in this case performing the update at the "Server" will result in the program files and the data files being updated on the "Remote Server" (based on the .ini file on the "Server"). Note that workstations will communicate with the Remote Server/Data Location only and not with the 'Server' where the software was originally installed from or the Webupdate was run from.

Note: 1099 Pro uses a local .ini file to store the data path of your remote data. Verify the following: If the 1099 Pro install was done under a different account with a drive letter mapping then that same path will need to be mapped with the same drive letter. For example: If the Administrator of the computer has the remote drive as L: and the user has the mapped drive as a K: then the user will not be able to access the data.

See [Multi-User Considerations](#)

2.3.1 Multi-User Considerations

Multi-User Considerations

When running 8966 Pro software's multi-user versions, some tasks require exclusive control of certain files. These tasks are detailed below.

Record Locking

The multi-user version of 1099 Pro software utilizes record locking when two or more users concurrently open the same record. This allows users to simultaneously view the same record but prevents them from overriding each other's changes. For example, Users A and B open the same record. User A changes an amount and saves the record. User B then changes an amount and attempts to save the record. User B receives a "Record Was Not Updated" warning and the record is automatically updated with User A's changes. User B may then select a field to restore and use the <F4> key to re-populate what they had originally entered.

Import Locking

During the final step of the Import Wizard, Post Import Session, the software attempts to gain control of all records. If the software is unable to gain control of a record (because someone else has the record open) it will notify the user and offer to post the files the slow, non-locking way or allow them to cancel.

Unlocking Records

1. Navigate to "File"
2. Click on "Security and Administration"

3. In the "Business Rules and Options" section, click on "Browse System Process Locks"
4. Highlight User and click "Delete/Remove the Selected Lock"

2.4 Data Files

Data Files

1099 Pro data files are suffixed with ".TPS". For example, "filers.tps" contains filer data and "states.tps" contains state data. In a typical installation these files are located at C:\1099 Pro\Pro99T14\Data.

INI File

The "Pro99T14.INI" file contains information specific to your installation and is located at C:\1099 Pro\Pro99T14\admin. The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1099 Pro from your system or if you want to perform a clean reinstallation. This file can remain if you want to reinstall the software but retain your settings.

1099 Pro data files are suffixed with ".TPS". For example, "filers.tps" contains filer data and "states.tps" contains state data. In a typical installation these files are located at C:\1099 Pro\Pro99T14\Data.

2.5 Online Help

Online Help

Context-Sensitive Help

Use the [<F1> key](#) at any screen to access context-sensitive help screens.

To search for a topic

At the 1099 Pro [menu bar](#) click "Help", "Search the 1099 Pro Help file" and at the "Index" tab type the first few letters of the word you're looking for. For example, type "ali" to display the Align Margins topic.

To print a topic

- Click the "Print" button, or
- Use "CTRL + P" to display the Print dialog box.

2.6 Optimize Posting

Optimize Posting

When posting very large import files, 1099 Pro may run out of RAM and terminate before the Post is complete. Users can modify their INI file to optimize the Post process according to the amount of RAM in the machine running the Post. By default, the Post pauses every 2,000 records to commit new records. Users can increase (or decrease) the number of records processed between commits to speed up the process. Unless you are importing large amounts of records and have a powerful machine with

lots of RAM, there is no need to modify the default value of 2,000 records.

To optimize posting

1. Exit 1099 Pro.
2. In Windows Explorer go to <%DEFAULTPATH%>\Admin and open **Pro99T14.INI**.
3. In the [System] section modify the Post Commit* entry accordingly (do not enter a comma in the numeric value):
 - 32 megs of RAM: Try the default and lower to 1000 if necessary
 - 64 megs of RAM: Use the default.
 - 96 megs of RAM: Use the default or try increasing to 4000
 - 128 megs of RAM: Try 10000
 - 256 megs of RAM: Try 20000
 - 512 megs of RAM: Try 50000
 - 512+ megs of RAM: Experiment! 1099 Pro beta testers have successfully imported over 128,000 records in a single commit on a machine with 1 gigabyte of RAM.
4. Save your changes and exit Pro99T14.INI.
5. Open 1099 Pro and Post your import.

The Post Commit entry may need to be manually added to the [System] section. Your entry should look similar to this:

```
[System]  
PostCommit=2000
```

2.7 Referential Integrity Delete Error

Referential Integrity Delete Error

The "Referential Integrity Delete Error" prohibits the deletion of a Filer, Recipient, State ID or State Abbreviation from the 1099 Pro database if used in any record. For Examples:

- "Jane Doe" can't be deleted at the Browse Recipients screen if a Form 1099-MISC exists for her. Note that recipients will be retained for deleted records as well.
- "Arizona or AZ" can't be deleted at the States/Provinces screen if a Form 1099-MISC uses "AZ" in the recipient address. First eliminate "AZ" in the 1099-MISC record and then delete "AZ" at the States/Provinces screen.

2.8 Repair Files

Repair Files

The Repair option restores deleted files, registry settings and DLL's. It works only if you have access to the original installation .EXE from which the application was initially installed. For example, if you downloaded a setup program from the Internet to your desktop, then installed the program while it was

located on your desktop, the setup program must still be located on your desktop when you attempt to use the repair option. If you installed the application from a CD, then you are prompted to insert the original installation CD after you click "Next" in the Select Uninstall method dialog box.

Did you install 8966 Pro while simultaneously running a virus checker? If so, you may have a corrupt installation. Do not attempt to repair the files; instead [backup](#) your data files, perform a [custom uninstall](#) and then reinstall the software with the virus checker disabled.

To repair files:

1. Close all applications including 8966 Pro .
2. [Backup](#) your 8966 Pro data files.
3. On your Windows desktop click the "Start" button.
4. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
5. Select " 8966 Pro " and click the "Add/Remove" button.
6. At the Select Uninstall Method screen choose "Repair" and then click the "Next" button.
7. Press "Finish" to start the repair.
8. The repair prompts to replace .TPS (data) files. Although replacing these files will not affect your data, it may impact your settings. Thus when prompted to "Repair Newer File"? we recommend selecting "No" or "No to All".

2.9 Safeguard TIN

Safeguard TIN

When printing forms via the [Combined Print option](#) the [TIN](#) may sometimes show through the envelope. 1099 Pro, Inc. offers the following solutions to this problem:

1. Instead of having the top panel show through the envelope try having the bottom panel show. For example, if the Combined Print option for Form 1099-R shows the recipient's TIN with the top panel (Copy B) for the mailing address, then try folding the paper so the bottom panel (Copy 2) shows through instead.
2. Try a different print driver with your printer. For example, an HP 4SI with a PCL 5 driver will give different results than a PCL 6 driver.
3. Try envelopes and paper from 1099 Pro. For example, the #8888-1 envelope is specifically designed for the Combined Print option in conjunction with blank paper stock #5145. See [Tax Supplies](#).
4. Take advantage of the [SSN masking](#) feature within 1099 Pro.

2.10 Special Help

Special Help

Some 1099 Pro Wizard screens offer a "?" button for quick access to special help topics. This button typically offers more detailed information than what is available via the standard "Help" button or <F1> key.

2.11 Video Display Issues

Form Display Issues

If the data on the form appears distorted or out of alignment please follow the directions below to correct your resolution and font settings.

The screenshot shows the 'Changing a Form 1099-MISC Record' window in the 1099 Pro software. The form is for 'Sample Company' with address '23901 Calabasas Road, Calabasas, CA 91302'. The PAYER'S Federal identification number is '(888) 888-8888' and the RECIPIENT'S identification number is '555-22-1234'. The Recipient's address is 'Charlie Tuna, Apt 2506, 1000 Ocean St, Santa Monica, CA 90402'. The form includes various income and tax fields, with a large red 'Miscellaneous 2010' stamp overlaid on the right side. The interface also features buttons for 'Audit Trail', 'Notes', 'Preferences', 'State: CA', 'Instructions', and 'Form Help'.

Windows 98/NT/2000

Adjusting your resolution and DPI settings.

1. From your desktop click Start, then select Settings, then Control Panel. Double click the Display icon and click the Settings tab. Verify your screen area is set at 800x600 (or higher). Click Apply then OK.
2. From the settings tab click Advanced, and verify font size is set at small fonts. You may need to restart for these settings to take effect.

Windows XP

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select Properties, go to the Settings tab. Verify Screen resolution is 800x600 (or higher). Click Apply then OK.
2. From the Settings tab click Advanced, go to the General tab, verify the DPI setting is 96 DPI. You

may need to restart for these settings to take effect.

Windows Vista

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select Personalize, choose Display Settings. Verify Resolution is 800x600 (or higher). Click Apply then OK.
2. On the Personalization screen click Adjust font size (DPI). Verify your setting is Default scale (96 DPI) – fit more information. Click Apply then OK. You may need to restart for these settings to take effect.

Windows 7/8

Adjusting your resolution and DPI settings.

1. Right click on the desktop, select Personalize, choose Display on the left hand side of the screen. Click Adjust resolution, verify your display resolution is at 800x600 (or higher). Click Apply then OK.
2. On the Display screen click Set custom text size (DPI). Verify scale is set to 100% (96 pixels per inch). Click OK. You may need to restart for these settings to take effect.

2.12 Screen Resolution

Screen resolution

Screen resolution should ideally be set at 800x600 or greater with small fonts.

2.13 Special Help Button

Special Help Button

Use the <F1> key at any screen to access context-sensitive help screens. The <F1> key is located on the upper left corner of your keyboard.

3 The User Interface

3.1 1099 Pro Central

8966 Pro Central

The 8966 Pro Central Screen provides rapid access to important information!

Overview:

General layout of the tax form filing process from start to finish!

To-Do:

Keeps track of important dates/form status. Also allows you to leave notes for yourself!

Help/Videos*:

Provides links to tech support resources, contact info for support, and Online Tutorials.

Compliance:

Information on Tax Form compliance such as additional services, tools, consultation, support, and Online Tutorials.

Services:

1099 Pro offers many additional services such as our [Service Bureau](#).

3.2 Keyboard Shortcuts

Keyboard Shortcuts

<Alt>:

Use <Alt> and the underlined letter (or number) of any menu bar item to access a drop menu. For example, use <Alt>+<R> to access "Reports".

<F1>:

Access context-sensitive help at any screen.

<F2> or Right-Click Mouse:

With your cursor in the appropriate box, use the <F2> key or right-click your mouse to access box specific data:

- **Recipient TIN field:** Access the Select a Recipient database.
- **State/Payer's State ID No.:** Access the Select Filer State & ID database (available at 1099-MISC box 17, 1099-R box 11 and W-2G box 13)
- **Calendar:** Access a multi-year calendar (available at 1099-A box 1, 1099-B box 1, 1099-C box 1, 1099-S box 1, W-2G box 4 and 1099-LTC).

Incremental Search:

Access any recipient or filer via the [Search Name](#) field.

Drop Menu*:

Right click your mouse to view a pop up box with options to add, change or delete records.

**Available at the Recipients list, Filers list(Manage) & Work with my Tax Forms screens only.*

4 Browse Filers

Browse Filers

Use the Browse the Filers File screen to add, update, or delete unlimited [filers](#). To quickly jump between existing filers use the [Select Filer](#) button.

Filer Highlights

- 8966 Pro accepts multiple filers with one TIN. This is useful for companies that issue forms from multiple departments or for batch processors.
- 8966 Pro allows US, Canadian and foreign filers.

Add a Filer

8966 Pro allows unlimited filers.

See [Adding a Filer](#)

Change a Filer

Changes made to a filer affect only records with a [pending](#) status. (To switch between existing filers use the [Select Filer](#) button.)

See [Changing a Filer](#)

Delete a Filer

A filer can only be deleted if it is NOT associated with any recipient records.

See [Deleting a Filer](#)

Run Filer Report

The Filer/Employer/Payer Listing provides detailed information on filers including Name, TIN, Contact Information, State ID Numbers and a history of any address changes.

See [Running Filer Reports](#)

Select a Filer

Use the Select Filer screen to select a [filer](#).

See [Selecting a Filer](#)

Tag Filers

8966 Pro allows you to manually tag (select) [filers](#) for inclusion in a print session.

See [Tagging Filers](#)

4.1 Add a Filer

Add a Filer

8966 Pro allows unlimited filers.

<https://www.taxcalibur.com/support>

*Please visit <https://www.1099pro.com/videos.asp> <https://www.taxcalibur.com/support> and click the "How to Add a Filer" video to watch a brief tutorial of the filer process.

To add a filer

1. From the menu bar click "file" and "Filers (Withholding agents)".
2. At the Filer (Withholding Agent) Master List screen click "Add".
3. At the Adding a Filer Record screen complete all fields.
4. After completing all fields click "OK" to save the filer.

See [Filer Record Details](#) for a thorough explanation on each entry field.

4.2 Change a Filer

Change a Filer

Changes made to a filer affect only records with a [pending](#) status. (To switch between existing filers use the [Select Another Filer](#) button.)

To change a filer

1. From the menu bar click "file" and "Filers (Withholding agents)".
2. At the Filer (Withholding Agent) Master List screen click "Change".
3. At the Changing a Filer Record screen make changes and click "OK".
4. The Administrator prompts to update all pending records with the new filer information. Users are encouraged to click "Yes".

4.3 Contact

Contact

Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1096 Transmittals. The Transmitter/Submitter contact name is included in electronic files.

To add/edit a contact:

- Go to "Manage Filer"
- Open or add Filer
- Go to the "Contact section. The Add or Change Contact will allow the Contact page to open.

4.4 Delete a Filer

Delete a Filer

A filer can only be deleted if it is **NOT** associated with any recipient records.

To delete a Filer

1. From the [task panel](#) click "File" and "Filer's List".
2. At the Browse the Filers File screen highlight the filer and click "Delete".
3. At the Confirm Delete screen click "Yes" to delete the filer or "No" to cancel.

4.5 Filer Record Details

Filer Record Details

General Tab**Taxpayer Identification Number**

Filers with an EIN or SSN may issue 1099s.

- Filers with an "Applied For" status may issue forms but cannot generate a 1096 Transmittal until a TIN is entered.

Payer Code

A Payer code is an alphanumeric shorthand used to identify a Payer/Filer in the system. You might set up several Filers with the same TIN in the system and the Payer Code is an easy way to identify the business area you are dealing with. For example a Payer Code of 'BOD' where reporting for the Board of

Directors takes place. Typically security and/or the return address would be different for each Payer Code. Additionally, in an import file with recipient / tax form data for more than one Payer/Filer, Payer codes can be used to define which Payers / Filers the recipient / tax form data should be posted to.

Country

Defaults to USA. Selecting Canada or a foreign country automatically reformats the address fields.

Filer Name

Prints on all tax records.

Address

Prints on all tax records.

Contact Information

Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1096 Transmittals. The Transmitter/Submitter contact name is included in electronic files.

Fax

This field is optional.

E-mail

This field is optional.

4.6 Filer Reports

Filer Reports

The Filer/Employer/Payer Listing provides detailed information on filers including Name, TIN, Contact Information, State ID Numbers and a history of any address changes.

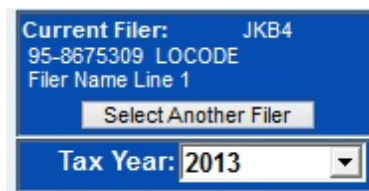
To run a report

1. From the menu bar click "file" and "Filers (Withholding agents)".
2. At the Browse the Filers File screen click "Run Filer Report".
 - All filers are automatically included in the report unless the "Print Only One Filer" check box is selected. To pick and choose filers exit this screen and at the menu bar click Reports and Forms Issued by Filer. Click "Yes" to preview the report and then [tag](#) the appropriate filers
3. The Administrator prompts to preview the report, click "Yes".

4.7 Select Another Filer

Select Another Filer

Use the "Select Another Filer" button, located at the top left of your screen, to select a [filer](#).



To select a different filer

1. On the task panel click the "Select Another Filer" button.
2. At the Browse the Filers File screen highlight the filer to use and click "Select".
Note: The selected filer displays on the toolbar above the "Select Another Filer" button.

4.8 Tag Filers

Tag Filers

1099 Pro allows you to manually tag (select) [filers](#) for inclusion in a print session.

Tag Records

1. On the [task panel](#) in the Printing & Mailing section click Print/Mail Forms Myself. Use the Current Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "All Pending Forms for Selected Filers" option.
3. Click the "Begin a New Print Process" button.
4. At the Browse the Filers File screen click the "Tag" button to select filers. A red checkmark appears beside each tagged filer. (See Tag Key Shortcuts below.)
 - o To sort filers prior to tagging, use the View drop menu.
5. After tagging all filers, click "Proceed" to initiate the [Print Wizard](#).

Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual filers.
- Tag All: Use this button (or ALT + A) to tag all filers.
- Untag: Use this button (or ALT + U) to untag an individual filer.
- Untag All: Use this button to untag all filers.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual filer.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all filers. For example, if you have 3 filers and only one filer is tagged, the Flip All button will tag the two previously untagged filers and untag the original filer.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged filers.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged filers.

5 Recipients List

Browse Recipients

Use the Recipients list screen to add, change or delete recipients. To access these recipients at any data entry form, use the <F2> key in the recipient ID Number field.

Add

8966 Pro allows unlimited recipients.

See [Adding Recipients](#)

Change

Changes made to a recipient only effect records with a [pending](#) status. When you make manual changes to the filers & recipient master list in 8966 Pro, those changes are then cascaded or (updated) throughout all tax forms with a [status](#) of [Pending](#). Cascading updates help ensure that the entire filer and recipient information, regardless of the tax form, synchronizes quickly and uniformly. These changes are NOT tracked through the Record History screen, only direct changes to a tax form are tracked under record history.

See [Changing a Recipient](#)

Delete

A recipient cannot be deleted if any records are associated with it.

See [Deleting a Recipient](#)

Run Forms Issued Report

The Forms Issued for Recipient report details all forms issued to each recipient. Includes filer, recipient address, and form status.

See [Running Forms Issued Reports](#)

Group Actions

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

See [Group Actions](#)

Multiple Recipients - One TIN

Occasionally a filer may issue multiple forms to the same recipient or issue forms to two individuals sharing one SSN or EIN. For example, *Jane Doe DBA Jane's Courier Service* and *Jane Doe* both use an SSN of 123-45-6789. However, Jane Doe DBA and Jane Doe have different addresses. To enter both recipients follow this procedure:

See [Multiple Recipients w/ One TIN](#)

Run Recipient Report

The Recipient Listing includes the Name, TIN, and Address of all recipients in the 8966 Pro database. For more detailed recipient information, including Account Numbers and status of any forms, use the [Control Totals](#) report.

See [How to Run a Recipient Report](#)

Select a Recipient

All recipient records are stored in a master database that is accessible at any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or right-click your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available

for selection. At the Select a Recipient screen, highlight a recipient and click "Select" or double-click the recipient.

See [Selecting Recipients](#)

Tagging Recipients

8966 Pro allows you to manually tag (select) records for inclusion in a print session.

See [Tagging Recipients](#)

Using the Recipient Lookup Feature

In the recipient lookup screen you can run a program wide search for a recipient then view a list of form types associated with that recipient as well as the form(s) statuses, error statuses, Filer Tax ID number applied to this Tax Form and Recipient and then the Filer Name. This is helpful overall when you have a large number of records in the software and you need to find someone right away without having to go in and out of various filers to search for a single recipient.

See [Recipient Lookup Feature](#)

W-9 New Request for Recipient Indicator

Column to show if there have been requests for a recipient.

See [W-9 Main Screen](#)

Issue a W-9 or B-Notice

This button initiates the wizard to generate a W-9 for the selected recipient. This lets you issue forms one at a time without creating a batch.

See [W-9 Wizard](#)

5.1 Recipient Lookup Account Selection

Recipient Lookup Account Selection

This screen is triggered by clicking on the "Account" button in the [Recipient Lookup Screen](#). Accounts tied to criteria that you type in the Search/Filter box are displayed in this secondary window. To reset or remove the filter applied to this screen, click the "Show All (Remove Filter) button".

1099 PRO Select an Account/Recipient

Search/Filter: john

Account	TIN	Last/Company Name	First Name	Name 2	Address	Address
---------	-----	-------------------	------------	--------	---------	---------

Show All (remove filter) Select Cancel Help

5.2 Recipient Lookup Screen

Recipient Lookup Screen

In the recipient lookup screen you can run a program wide search for a recipient then view a list of form types associated with that recipient as well the forms statuses, error statuses, Filer Tax ID number applied to this Tax Form and Recipient and then the Filer Name. This is helpful when you have a large number of records in the software and you need to find someone right away without having to go in and out of various filers to search for a single recipient.

Recipient Lookup and Forms Issued

Search Criteria: By

123-22-1050
JAMES BROWN
 605 SUNSET DR
 SKOKIE, IL 60076

Recipient Accounts
 (show all)
 AC# 15

List of Tax Forms issued to this Recipient Select an account to filter on

Form Type Account	Form Status Error Status	Filer TIN/Location (Payer Code) Filer Name
1099-MISC AC# 15	Pending Ok	97-9876543 CALABASAS (1099PRO) 1099 Pro, Inc.

To use the recipient lookup feature

1. First determine the search criteria you need to search by. If you are running the search by name then type in either the first few letters of that company's name, Last Name or First Name and then click on the "Name" button. By Account number?, Click on the "Account Number button". By TIN?, use the TIN number....etc.
2. When viewing the results, the recipient accounts are displayed below as well as the tax forms issued to each recipient.
3. This search feature is considered to be more of an alternative to the search feature in the Work With My Tax Forms screen. It's strengths lie in "getting straight to the point" with what tax forms and filers are tied to a recipient. This search is not considered to be superior over running a queried search where you can really narrow down details of a search by state or by dollar amounts.
4. New features allow you to "Quick Print" the form or "Change/View" the tax form.

Hint! To filter on a specific recipient account: Highlight the account number in the "Recipient Accounts" window and then view the filtered results below in the list of Tax Forms issued to the Recipient. Or just highlight "Select all" to display all results.

5.3 Add a Recipient

Add a Recipient

1099 Pro allows unlimited recipients.

To add a recipient

1. From the [task panel](#) click the "General Options" tab and the Recipients list icon.
2. At the Browse the Recipients File screen click "Add".
3. At the Adding a Recipient Record screen complete all fields. Use the <F1> key at any time to access [field specific](#) information.
4. After completing all fields click "OK" to save the recipient.

5.4 Change a Recipient

Change a Recipient

Changes made to a recipient only effect records with a [pending](#) status.

To change a recipient

1. From the [task panel](#) click the "General Options" tab and the Recipients List icon.
2. At the Browse the Recipients File screen highlight the recipient and click "Change".
3. At the Changing a Recipient Record screen make changes and click "OK".
4. The Administrator prompts to update all pending records with the new recipient information. Records with a printed or Filed 1096 status are not updated.

5.5 Delete a Recipient

Delete a Recipient

A recipient cannot be deleted if any records are associated with it.

To delete a Recipient

1. From the [task panel](#) click the "General Options" tab and the Recipients List icon.
2. At the Browse the Recipients File screen highlight the recipient and click "Delete".
3. At the Confirm Delete screen click "Yes" to delete the recipient or "No" to cancel.

5.6 Forms Issued Report

Run Forms Issued Report

The Forms Issued for Recipient report details all forms issued to each recipient. Includes filer, recipient address, and form status.

To run a report

1. From the [task panel](#) click the "General Options" tab and the Recipients List icon.
2. At the Browse the Recipients File screen click "Run Forms Issued Report".
3. When 1099 Pro prompts to limit the report to only the selected recipient, click "Yes" or "No". Click "Yes" to preview the report.

5.7 Group Actions

Group Actions

Printing Pending Tax Forms

You can select (tag) any number of tax forms that have a status of Pending, then print them using the

Quick Print options to quickly select the paper type, Copies, sort order and more. If you need to print copy A forms and change the status of the forms from Pending to Printed, you must use the standard 'Print Tax Forms' button and wizard. Quick Printing does not provide for changing status.

Reprinting Printed or Filed Tax Forms

Allows you to select (tag) from a list of all forms that no longer have a status of Pending and then reprint the forms using the Quick Print options to quickly select the paper type, Copies, sort order and more.

Adding New Forms for Selected Recipients

This option lets you select (tag) any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP.

Deleting Pending Tax Forms

Using this option, you can select (tag) any number of Pending tax forms and delete them with one operation. All notes associated with the form are also deleted.

Resetting Printed Tax Forms Back To Pending

You can select (tag) any number of tax forms that have a current status of Printed, and reset their status back to Pending so that they can be updated or deleted. The selected forms can belong to any print session.

Voiding Printed Tax Forms

You can select (tag) any number of tax forms that have a current status of Printed, and change their status to Void so that they cannot be filed. The selected forms can belong to any print session.

Un-voiding Tax Forms

You can select (tag) any number of tax forms that have a current status of Void, and reset their status back to Pending so that they can be updated or deleted.

5.8 Multiple Recipients - One TIN

Multiple Recipients - One TIN

Occasionally a filer may issue multiple forms to the same recipient or issue forms to two individuals sharing one SSN or EIN. For example, *Jane Doe DBA Jane's Courier Service* and *Jane Doe* both use an SSN of 123-45-6789. However, Jane Doe DBA and Jane Doe have different addresses. To enter both recipients follow this procedure:

1. Enter Jane Doe as normal at any Adding a New Record screen. This will be the "master" recipient information for Jane Doe.
2. Click "Save" to save Jane Doe's record.
3. At the next Adding a New Record screen, enter the shared TIN in the Recipient TIN field. Jane Doe's name and address automatically fill the screen.
4. Use SHIFT + TAB to move backwards through the fields and overwrite the name and/or address fields with Jane Doe DBA's information.
5. Click "Save" to save your changes.
6. The Administrator indicates a possible recipient information mismatch. Click "No" to not update Jane Doe DBA with the "master" record. Also uncheck the "Update All Other Pending Forms" checkbox.

☒ At the Browse the Recipients screen only the "master" record, Jane Doe, is listed. However, the recipient record does list the DBA under the Accounts/Name2 tab.

5.9 Recipient Record Details

Recipient Record Details

General Tab

SSN/EIN

The placement of the dash in the [TIN](#) field is critical! The entry of an SSN or EIN determines the formatting of the Name and Company fields.

First Name (SSN)

Enter the recipient's First Name.

Last Name (SSN)

Enter the recipient's Last Name.

Company (EIN)

Enter the recipient's Company.

Name Line 2

Enter a second name or DBA, as appropriate.

Address Type

Defaults to USA. Selecting Canada or Other reformats the address fields.

Address

Enter the recipient's Address.

E-mail

This field is optional.

Accounts/Name 2 Tab

Name Line 2

This field is for reference only and reflects entries made at the data entry screen.

Account Numbers

Enter as many account numbers as necessary. Access this information at the Account Number field at any data entry screen via the <F2> key.

W-9/B-Notices Request Tab (Only Applicable if an open request exists for a recipient)

This tab allows you to change you update the TIN/Name and change the status of the request. If there is no open request, that tab is not shown. Your options for status requests are as follows:

Leave the Request Open as Pending

Any open requests will be untouched and left in a Pending status.

Close the Request

This option is used when corrected info has been received back from the recipient, etc.

Voided

VOID the request, it should not have been issued. (After you VOID a request and save your changes, that request can no longer be modified since it is now considered updated/closed)

Escalated

If you choose Escalate, when you save the Recipient form, the existing form is closed and you are taken directly to the Info Request wizard to create a new form. Your options to escalate are Escalate to the 1st B-Notice or Escalate to a 2nd B-Notice. When escalating, selecting either one of these options determines the proper screen you will be taken to.

5.10 Run a Recipient Report

Run a Recipient Report

The Recipient Listing includes the Name, TIN, and Address of all recipients in the 8966 Pro database. For more detailed recipient information, including Account Numbers and status of any forms, use the [Control Totals](#) report.

To run a report

1. From the [task panel](#) click the "General Options" tab and the Recipients List icon.
2. At the Browse the Recipients File screen click "Run Recipient Report".
3. When 8966 Pro prompts to preview the report, click "Yes".

5.11 Select a Recipient

Select a Recipient

Select a Recipient

All recipient records are stored in a master database that is accessible at any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or right-click your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection. At the Select a Recipient screen, highlight a recipient and click "Select" or double-click the recipient.

To Filter Recipients

1. Place your cursor in the Search/Filter box.
2. Select the View by TIN (SSN/EIN) or View by Last Name tab.
3. Enter your search criteria and hit TAB on your keyboard. For example, to view only recipients with last names starting with the letter "B", type "B" and TAB.
4. To remove the filter click the "Show All (remove filter)" button.

5.12 Tagging Recipients

Tagging Recipients

1099 Pro allows you to manually tag (select) records for inclusion in a print session.

Tagging Records

1. On the [task panel](#) select the Forms & Printing tab and the Print Tax Forms icon. Use the Selected Form drop down menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "Manually select forms..." option.
3. Click the "Begin Print Process" button.
4. At the Selecting Form Records screen click the "Tag" button to select records. A red checkmark appears beside each tagged record. (See Tag Key Shortcuts below.)
 - To sort records prior to tagging, use the View or [Query](#) drop menus.
5. After tagging all records, click "Proceed to Next Step" to initiate the [Print Wizard](#).

Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual records.
- Tag All: Use this button (or ALT + A) to tag all records.
- Untag: Use this button (or ALT + U) to untag an individual record.
- Untag All: Use this button to untag all records.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual record.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all records. For example, if you have 3 records and only one record is tagged, the Flip All button will tag the two previously untagged records and untag the original record.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged records.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged records.

6 Helpful Hints

6.1 Adobe Acrobat

Adobe Acrobat

Use Acrobat Reader to open/view a PDF file. Download Acrobat Reader for free at [ADOBE's website](#).

6.2 Alternative import layout

Alternative Import Layout

Standard Import vs. Alternative Import Layout

The standard import layout (as used in the sample import files) provides distinct City, State and Zip fields. The alternative import layout makes use of a single Combined City/ST/Zip field. Use one or the other layout in your import file.

See Sample Import Files

6.3 Canadian postal code rules

Canadian Postal Code Rules

- Must be 7 characters
- Character 4 must be a blank
- Format is letter-number-letter, a space, then number-letter-number
- For the first letter (position 1), only these letters are acceptable: ABCEGHJKLMNPRSTVXY
- For the letters in positions 3 and 6, these letters are acceptable (adds W and Z):
ABCEGHJKLMNPRSTVWXYZ
- Valid example is **C3H 4W9**

6.4 Compliance Seminars

Compliance Seminars

For information about 1099 Pro sponsored seminars and conferences, visit our web site at <http://www.1099Pro.com/servTrainingSeminars.asp> for more information.

6.5 Form Status Values

Form Status Values

1. Form Status values

Standard tax form record status equates

NOTE: These values *CANNOT* be changed once a product is in the field.

Original record (range: 0 - 10)

ePending Equate(0)

ePrinted Equate(1)

ePrintedVoided Equate(2)

ePrintedFiled1096 Equate(3)

ePrintedFiledMag Equate(4)

ePrintedUploaded Equate(5)

eFiledMag Equate(6) Filed without printing

eUploaded Equate(7) Uploaded without printing

'Corrected' Original with blanked amounts (range: 10 - 19)

eCorrectedPending Equate(10)
eCorrectedPrinted Equate(11)
eCorrectedPrintedVoided Equate(12)
eCorrectedPrintedFiled1096 Equate(13)
eCorrectedPrintedFiledMag Equate(14)
eCorrectedPrintedUploaded Equate(15)
eCorrectedFiledMag Equate(16)
eCorrectedUploaded Equate(17)

Correction record (range: 20 - 29)

eCorrectionPending Equate(20)
eCorrectionPrinted Equate(21)
eCorrectionPrintedVoided Equate(22)
eCorrectionPrintedFiled1096 Equate(23)
eCorrectionPrintedFiledMag Equate(24)
eCorrectionPrintedUploaded Equate(25)
eCorrectionFiledMag Equate(26)
eCorrectionUploaded Equate(27)

2. Voided Form

This one should already appear in the QW as a checkbox.

3. Correction Type

This is internal to the program.

4. Error Status

We ship with queries for these already.

0 = No errors

1 = Warnings

2 = Errors

3 = Warnings + Errors

4 = Fatal/major Error

6.6 Map by Name Import

Map By Name Import

Map By Name Import Method

Use if your import file incorporates header records from one of our sample import files. Simply click the "Map By Name" button and the fields automatically assign themselves.

For more information see the Import Wizard and Map By Name topics.

6.7 Master Audit Trail Browser

Master Audit Trail Browser

The Master Audit Trail Browser is available only to Administrators or Users with administrative access rights. The Master Audit Trail Browser offers greater functionality than the Record History screen

including the ability to view all records and make changes directly to records.

See [Audit Trails](#).

6.8 Master Tax Form

Master Tax Form

Master Tax Form

In terms of Aggregating data, the master tax form is considered to be the first tax form entered at the top of the transactions list.

6.9 Menu bar

Menu Bar

The menu bar is a traditional navigational tool located at the top of the 1099 Pro screen. For example, use ALT + R to access "Reports".

6.10 Online Help Tutorials

Online Help Tutorials

Online Help Tutorials

Video tutorials are available to view for free at <http://www.1099pro.com/videos.asp>

6.11 Online knowledge base

Online Knowledge Base

Provides a searchable database of over 200 solutions for all 1099 Pro, Inc. software products. Access the Knowledge Base at <http://www.1099pro.com/support.asp>.

6.12 Protected Forms

Protected Forms

Records with a Printed, Filed or Void print status are "protected" from changes or edits. Use the Protected Form Update Options screen to access these records.

Listed below are the protected statuses and a description of the available update options for that same status:

Printed

View the form, reset the form to pending print status, void the form or reprint the form (Records that were imported with a printed status cannot be void, reset or delete. The entire import session must be [reset](#).)

Voided

View the form, unvoid the form or reprint the form

Filed 1096

View the form, reprint the form or create corrections.

Filed

View the form, reprint the form or create corrections.

SB Print + Mail

This status indicates that an upload file has been generated and marked with a request for the Service Bureau to print and mail your forms to your recipients.

SB Filing

This status indicates that an upload file has been generated and you have elected the Service Bureau to file your forms to the IRS

SB Print + File

This status indicates that an upload file has been generated and you have elected for the Service Bureau to Print & Mail to your recipients, then File your forms to the IRS.

Corrected/Pend & Corr/File

View the original or corrected form, reprint the original or corrected form.

To access the Protected Form Update Options screen

At the "Work with My Tax Forms" screen highlight any record with any print status except pending.
Click the "Change" button.

To Create Corrections

Refer to [About Corrections](#) and [Create Corrections - A Tutorial](#)

6.13 Registration code

Registration Code

A registration code (activation code) is provided upon proof of payment. Registration codes are 14 alpha/numeric characters (e.g., R91234567XXXSE). The algorithm of your registration code indicates the edition, user license and number of transactions purchased.

See [Registration](#) topic

6.14 Toolbar

Toolbar

The toolbar provides quick access to common tasks.

6.15 Welcome Wizard

Welcome Wizard

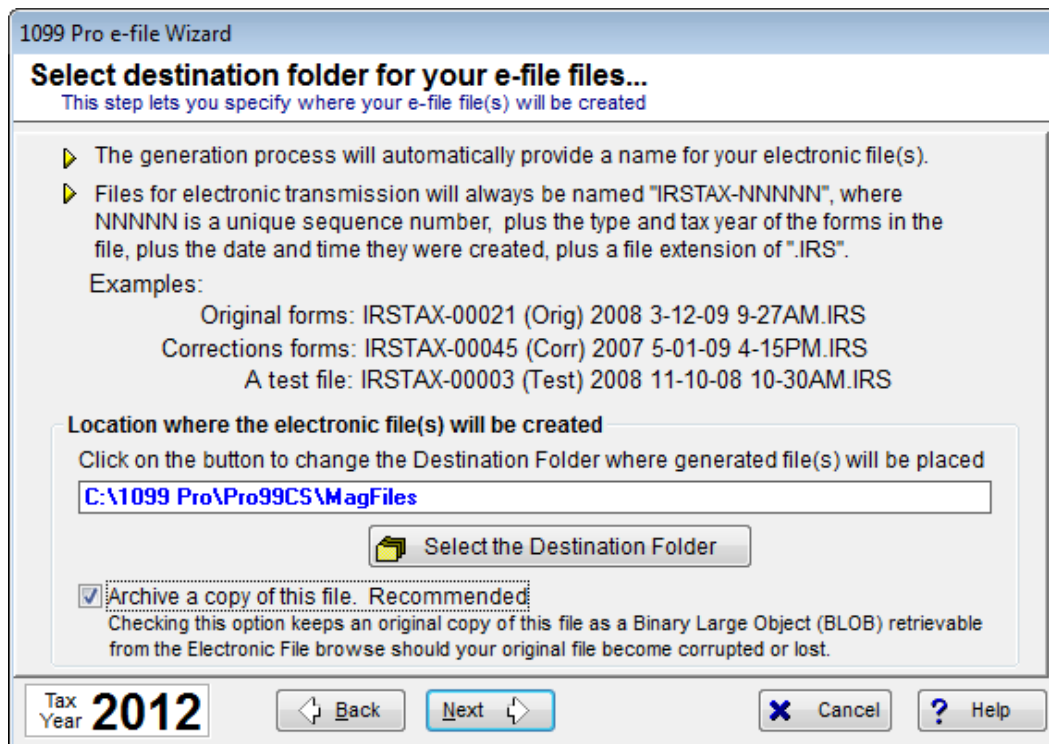
Upon first entering 1099 Pro 2014, the Welcome Wizard walks you through creating your first filer and activating optional security features.

6.16 eFile Archiving

eFile Archiving

The features contained within this section are available exclusively to users of the Corporate Suite edition of our software.

During Electronic File (Mag Media – State and Quarterly) creation in the Electronic Filing link, there is an option to “Archive a copy of this file”. Checking the “Archive a copy of this file” box creates an archived Electronic File in the 1099 Pro database. If an Electronic File is created and the “Archive a copy of this file” box is checked, the file can be resent if your files have been lost or corrupted.



If you need to retrieve your archived data:

- Click on "Electronic Filing" in the "Filing & Corrections" section of your task bar.
- Highlight the eFile session
- Click on "Retrieve Archived File" at the bottom of the screen.

7 Corrections

About Corrections - An Overview

When do I need to create a correction?

If you filed a return with the IRS and later discover you made an error on it, you must correct it as soon as possible. For some corrections, you must file two returns with Form 1096 and for some only one return with Form 1096. In addition, you must provide statements to recipients showing the corrections as soon as possible. If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a [penalty](#).

To begin the process of making a correction(s), See [Creating a Correction](#)

Do I need to file corrections with the IRS?

You need only file a correction with the IRS if you sent data to the IRS that was incorrect. If for example you sent out your forms in January and you fixed any errors before sending your data to the IRS, then the data the IRS has is correct.

Do I need to file corrections with my Recipients?

The IRS requires that you issue a "correct payee statement" to your recipients.

- *If you sent out forms with incorrect data to your recipients, but not to the IRS*, then consider sending your recipients a revised statement from 1099 Pro that has the good data on it. If the form is marked with a status of "Corr/Pend" meaning that a correction was made after it was filed with the IRS or uploaded to the Service Bureau, then an "X" will be marked automatically in the corrected box on the recipient form when it is printed. If the correction doesn't really qualify as a correction but a revision because it has NOT been sent to the IRS or uploaded then you may use the [Advanced Print Options](#) feature to force an "X" in the corrections box. As an alternative you may indicate the statement is revised by manually checking the Corrected box with a pen. This will aid the recipient to distinguish the revised (good) statement from the previous 1099 form they received.
- *If you sent out forms with incorrect data to your recipients AND to the IRS* then you must do a formal correction that will go both to the IRS and your recipients. You can correct any form that 1099 Pro thinks has been filed with the IRS. Forms with a status of Filed, Uploaded or 1096 can be corrected as discussed at the [Create Corrections](#) topic.

For More Information ...

You can view or print the form within 1099 PRO by choosing, "Forms" (Alt-M) from the general menu, and then "IRS Instructions and Blank Forms", and then choosing " <%PRODYEAR> General Instructions for Forms 1099, 1098, 5498 and W-2G".

About Corrections Screen

The About Corrections screen uses a red check mark to indicate any form types that contain corrected records.

To access the About Corrections screen

On the [task panel](#) select the "Filing & Corrections" section and the "Correcting Filed Forms icon".

7.1 Corrected Options

Corrected Options

The [Corrected Options](#) screen is a useful tool for viewing corrected and associated forms; as well as for printing corrected and original forms.

Things to keep in mind:

- All forms, both corrected and non-corrected, are available at the ["Work with My Tax Forms"](#) screen.
- A corrected form may not necessarily be near its original form. Forms may have different TINs or names and be sorted accordingly. Or corrections may be of different form types (for example, Forms 1099-INT and 1099-DIV per Image 1).
- Some types of corrections generate two forms, while others generate only one.
- All corrections may be submitted on paper UNLESS there are 250+ corrections per filer, per form type (in which case they must be filed electronically). This is true even if your original 1099s were filed electronically.
- [Audit trails](#) do not track changes for corrected forms.
- 1099 Pro does NOT process corrections of already corrected forms. Prepare such corrections manually.

Form Type	TIN	Name	Correction Type	Form Status
1099-DIV	123-22-100	EVERETT A ACKLIN	Changed from 1099-INT	Corr/1096
1099-DIV	123-22-100	ARTHUR B & SHIRLEY ANDERS	Changed from 1099-INT	Corr/1096
1099-INT	123-22-100	EVERETT A ACKLIN	Changed to 1099-DIV	*1096/Zero

7.2 Creating a correction

Creating a correction of a form

This simple tutorial will guide you through the process of correcting a form.

1. First select the "form type" which you would like to perform a correction on.
2. Then click the "Work with My Tax Form's" tab in the "Preparing my Form's" Toolbox.
3. Once you have done this you will be presented with a complete listing of all the recipients for the form that you have selected.

4. Simply click the recipient whose information you would like to correct and click the "change" button.

5. You will be presented with the unadjusted version of the file you wish to correct.

6. At this point you can click on the field that you wish to alter and enter a new value.

Note: The only field that you may not alter at this point is the PAYERS information. You will notice that all files that were changed will have their values turned blue, also you will get a brief summary of what was changed in the "correction type" box located at the bottom of the form.

7. Once you are done, click on "save form".

Note: On this screen you will be given the option to preview the original form before it was corrected, you will also be given the option to reprint it or view its audit trail. When previewing the original you will not be able to alter any of the fields on the form, you will however be able to add notes to it.

8. You have now corrected your form, click on the "Close" button and file your corrected form.

7.3 Delete Corrected Forms

Delete Corrected Forms

Only corrected forms with a pending print status are available for deletion. If a corrected form with a pending print status is associated with a corrected form with any other print status, deletion is not possible. You must first [reset all associated forms to pending](#).

To delete corrections

1. At the "Work with My Tax Forms" screen highlight any corrected record (Corr/Pending). Click the "Delete" button.
2. At the Associated Corrected and Corrections Forms screen highlight the record and click the "Delete" button.
3. The Administrator prompts to confirm deletion. Click "Yes" to continue or "Cancel" to abort.

The deleted form immediately exits the Corrected Options screen and reverts to the "Work with My Tax Forms" screen with its pre-corrected print status.

7.4 Protected Forms

Protected Forms

Records with a Printed, Filed or Void print status are "protected" from changes or edits. Use the Protected Form Update Options screen to access these records.

Available update options vary according to the record's status:

Print Status	Available Options
Printed	View the form, reset the form to pending print status, void the form or reprint the form

(Records that were imported with a printed status cannot be void, reset or delete. The entire import session must be reset.)

Voided	View the form, unvoid the form or reprint the form
Filed 1096	View the form, reprint the form or create corrections.
Filed Mag	View the form, reprint the form or create corrections.
SB Filing	View the form, reprint the form or create corrections.
SB Print + Mail	View the form, reprint the form or reset to pending.
SB Filing	View the form, reprint the form or create corrections.
There are several s	View the original or corrected form, reprint the original or corrected form.

Print Statuses and their available actions.

Printed: View the form, reset the form to pending print status, void the form or reprint the form (Records that were imported with a printed status cannot be void, reset or delete. The entire import session must be reset.)

Voided: View the form, unvoid the form or reprint the form

Filed 1096: View the form, reprint the form or create corrections.

Filed Mag: View the form, reprint the form or create corrections.

SB Filing: View the form, reprint the form or create corrections.

SB Print + Mail: View the form, reprint the form or reset to pending.

SB Filing: View the form, reprint the form or create corrections.

Corr/Pending: View the form, print the correction, change the record, and delete the correction.

Corr/Printed: view the form, reprint the form.

Corr/SB File: view the form, reprint the form.

Corr/Mag: view the form, reprint the form.

To access the Protected Form Update Options screen

At the "Work with My Tax Forms" screen highlight any record with any print status except pending. Click the "Change" button.

To Create Corrections

Refer to About Corrections and Create Corrections - A Tutorial

7.5 Reprint Corrections

Reprint Corrections

To reprint corrections

1. At the ["Work with My Tax Forms"](#) screen highlight any corrected record without a Pending print status. Click the "Change" button.
2. At the Corrected Options screen click the "Reprint Correction Form" button.

3. The Administrator prompts to reprint ALL associated corrections or just the selected form.
4. At the Print Options screen select the paper type; [pre printed laser](#), [blank stock](#), or [pressure seal](#).
 - If selecting pre printed laser adjust [margin alignment](#) as necessary.
5. Select the copies to print.
6. Select the sort order to print forms (this field is ghosted if only one record is selected for print):
 - By Last Name/Company Name (default)
 - By TIN
 - By Zip Code (use to pre sort mailings for the post office)
 - By State Abbreviation
7. Enter an optional message to print in the upper right corner of the form(s).
8. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

7.6 Reprint Originals

Reprint Originals

Use to reprint the original form, prior to any corrections.

To reprint originals

1. At the ["Work with My Tax Forms"](#) screen highlight any corrected record. Click the "Change" button.
2. At the Corrected Options screen click the "Reprint Original Form" button.
3. At the Print Options screen select the paper type; [pre printed laser](#), [blank stock](#), or [pressure seal](#).
 - If selecting pre-printed laser forms you should adjust the [margin alignment](#) as necessary.
4. Select the copies to print.
5. The "Select the Sort Order to Print Forms" field is ghosted because only one record is selected for print.
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

7.7 Types of Corrections

Types of Corrections

Error Type 1

Original return was filed with one or more of the following errors:

- a) Incorrect payment amount codes in the Payer "A" Record

- b) Incorrect payment amounts in the Payee "B" Record
- c) Incorrect code in the distribution code field in the Payee "B" Record
- d) Incorrect payee address
- e) Incorrect payee indicator

NOTE: These errors require only one return to make the correction. If you must correct a TIN and/ or name and address, follow the instructions under Error.

Correcting an Error Type 1

A. Form 1098, 1099, 5498, or W-2G

1. Prepare a new information return.
2. Enter an "X" in the "CORRECTED" box (and date optional) at the top of the form.
3. Correct any recipient information such as money amounts and address. Report other information as per original return

B. Form 1096

1. Prepare a new transmittal Form 1096.
2. Provide all requested information on the form as it applies to Part A, 1 and 2.
3. File form 1096 and Copy A of the return with the appropriate service center.

NOTE: Do not include a copy of the original return that was filed incorrectly.

Error Type 2

Two (2) separate transactions are required to make the following corrections properly. Follow the directions for both Transactions 1 and 2. *Do not use the two step correction process to correct money amounts.*

- a) No payee TIN (SSN, ITIN or EIN)
- b) Incorrect payee TIN
- c) Incorrect payee name *and address*
- d) Wrong type of return indicator (for example a Form1099- DIV was filed when a Form 1099-INT should have been filed).

NOTE: Two separate returns are required to make the correction properly. Follow all instructions for both Steps 1 and 2.

Correcting an Error Type 2

Step 1. Identify incorrect return submitted .

1. Prepare a new information return
2. Enter an "X" in the "CORRECTED" box (and date (optional) at the top of the form
3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter 0 (zero) for all money amounts.

Step 2. Report correct information.

A. Form 1098, 1099, 5498, or W-2G

1. Prepare a new transmittal Form 1096.
2. Do not enter an "X" in the "CORRECTED" box at the top of the form. Prepare the new return as though it is an original .
3. Include all the correct information on the form including the correct TIN, name, and address.

B. Form 1096

1. Prepare a new transmittal Form 1096.
2. Enter the words "Filed To Correct TIN, ", "Filed to Correct Name and Address," or "File to Correct Return" in the bottom margin of the form.
3. Provide all requested information on the form as it applies to those returns prepared in Steps 1 and 2.
4. File Form 1096 and Copy A of the return with the appropriate service center.

NOTE: Do not include a copy of the original return that was filed incorrectly.

8 Account Generation Wizard

Account Generation Wizard

Generating Account Numbers

Why would I need to generate Account Numbers?

1099 Pro offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers. "Enter any number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..." The IRS has indicated that they will not reject files if they do not have account numbers but by having account numbers the IRS will be able to process any corrections that they encounter. This wizard will create unique Account Numbers for unfiled tax forms to satisfy the new requirement. You can also individually specify which Filers and form types to process.

Things to keep in mind:

- Only unfiled forms with a status of Printed or Pending will be updated.
- Any form with existing Account information will NOT be changed regardless of status.
- You can manually replace generated account numbers at any time before filing
- Account numbers are created using two letters from the last name, the IRS form code and a number unique to that form. For example, one might look like this AB-Q-0001234.

See [Generating Account Numbers](#)

8.1 How to generate account numbers

How to generate account numbers

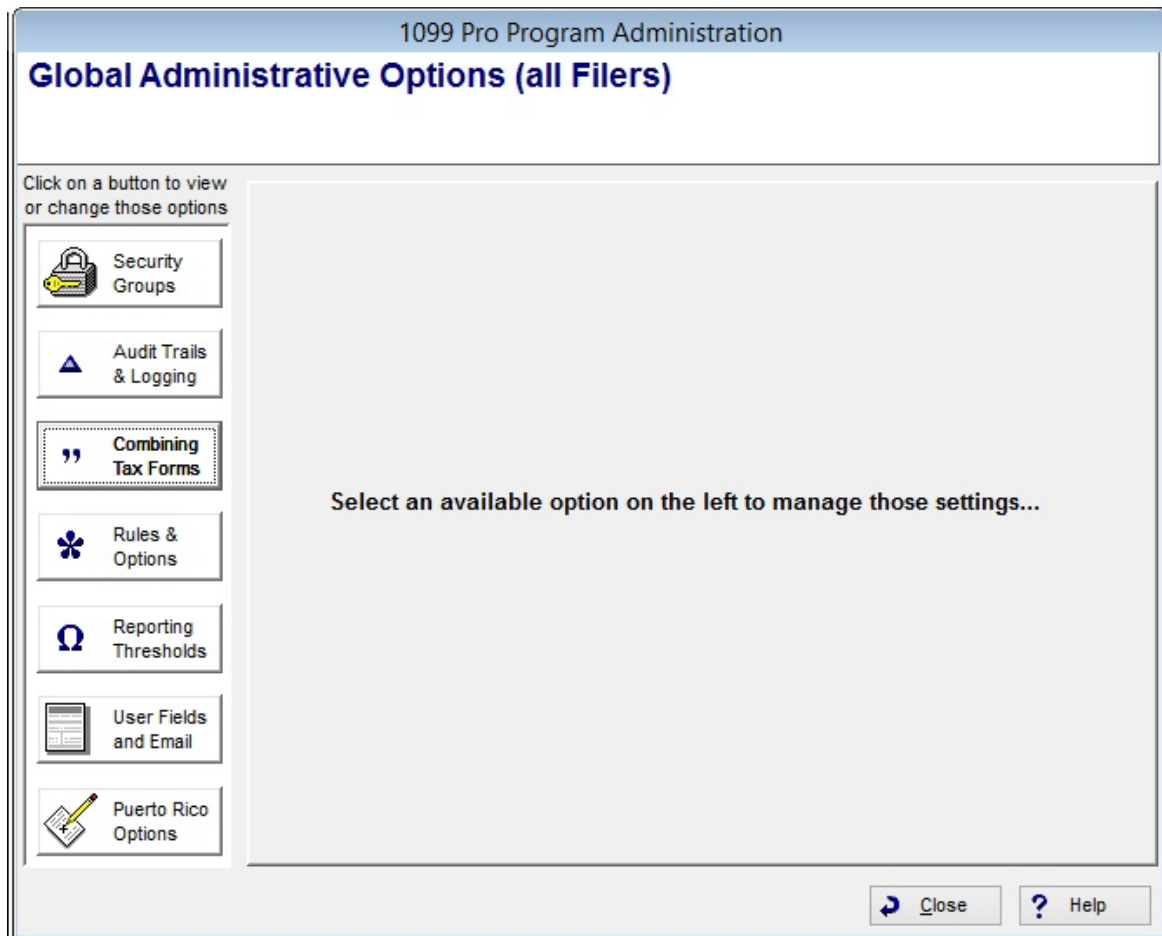
To Generate Account Numbers:

1. At the Enter, Update and View screen select Utilities from the menu at the top.
2. Select "Generate Account Numbers"
3. Click "Next", choose how your forms will be selected for Account Number Generation, then click "Next".
4. Confirm the settings on the Account Number Generation summary screen.
5. When you're done, click "Finish".

See [Account Generation Wizard](#)

9 Security and Administration

Global Administrative Options



Security

Through the use of and rights you can restrict users and thereby protect sensitive company data.

Add/Update Individual Users

Administrators can use the Add/Update Individual Users screen to create users and assign them to specific tasks.

See [Adding and Updating Users](#)

Access Groups and User Profiles

Create new Access Groups and User Profiles based on your own custom settings. Your groups will be available when adding or changing a user and will be included in all [security reports](#).

Passwords

Passwords can help protect sensitive company data.

See [Passwords](#) for more information

Security Access Logs

The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all logon attempts.

See [Security Access Logs](#)

Security Reports

1099 Pro offers numerous reports to track users and access groups. These security reports are available only to administrators or users with administrative rights.

See [Security Reports](#)

Turn On/Off Security

1099 Pro offers two levels of security; on and off. If security is enabled, access to 1099 Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a two fold method of protecting sensitive company data.

See [How to Enable or Disable Security](#)

Tax Form Audit Trail and Action Logging Options

View Audit Trail Records

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only).

See [Master Audit Trail Browser](#).

Purging Audit Trail Logs

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

See [Purging Audit Trail Logs](#) for more information.

Rules and Options

Preference, Update and Program options

This area allows you to configure some of the programs general settings such as date range warning, update checking and backup reminders.

See *Preferences* for more information.

Tax Form Validation for Import and Entry

These settings allow you configure the warning and error messages that 1099 Pro software displays when importing or manually entering forms.

See *Custom Tax Form Validation Rules* for more information.

9.1 Security Overview

9.1.1 System Security Settings/Password Requirements: Step 1

Setting Password Requirements

Step 1: Set Security Preferences/Password requirements

The Security Preferences/Passwords requirements section allow you to configure details regarding a user's password such as password length, lockout settings, expiration, and password format. For Corporate Suite users you can also set the login type such as tying Corporate Suite security into Windows Active Directory security.

1. To configure password/login requirements click the **"Set Password requirements"/"Set Security Preferences"**(Corporate Suite) button.
2. At the **"Modify System Security Settings"** window, you have the option of configuring the following settings:
 - a. **Login Type: (Corporate Suite Only)**
 - i. **Default:** Requires the user to enter the username and password assigned to during user creation (Step 4).
 - ii. **AutoFill:** Pre-fills the login dialogue with the Windows User Name. When creating users you must use the same login name they use for Windows for this to be useful.
 - iii. **Active Directory:** Removes login prompts instead using the Windows Domain/Username/Login that the user logged into their computer with. The username in our software must match the username they log into Windows with.
 - b. **Minimum Password Length:** Defines the minimum character length the password can be. Length ranges from 5-15 characters
 - c. **Lock a User ID after this many invalid login attempts:** Sets the maximum number of times a user can fail to log in before needing to have their account unlocked by an administrator.
 - d. **Days before a password expires:** Sets the length of time a user's password is valid before they must choose a new one.
 - e. **Days to warn a user before their password expires:** Defines when the software will begin notifying when the user's password is going to expire.
 - f. **Times before a password can be used again:** Defines how many different passwords must be used before a user can use the same password again.
 - g. **Ignore case when validating Passwords ['e' = 'E']:** Determines whether or not the case matters when a user is entering their password.

- h. **Require at least One (1) Uppercase Character:** Determines whether or not there must be at least one uppercase character in a User's password.
- i. **Require at least One (1) Lowercase Character:** Determines whether or not there must be at least one lowercase character in a User's password.
- j. **Require at least One (1) Numeric Character:** Determines whether or not there must be at least one numeric character in a User's password.
- k. **Require Special Characters in Password:** Determines whether or not special characters (i.e. !, @, #, \$, %, ^, etc) are required in a User's password. *NOTE: You must specify which special characters may be used before enabling this option (see "K" below).*
- l. **Special Characters (Up to 15):** Define special character's which may be used during password creation.

9.1.2 Security - Access Groups: Step 2

Security - Access Groups

Step 2: Creating and Managing Access Groups

Access Groups allow an Administrator to define the Program Areas and Form types that a User will have access to, as well as the level of access that they will have to them. Users will only have the rights specifically assigned to them any rights not assigned are denied by default. The rights available within 1099 Pro are View/Access area, Create, Modify, Delete, Report, Correct, Print, and Reset/Void where applicable.

1. Click "Add" to create a new access group. You may also select "Change" to modify any access groups you have already created or to view the contents of a built in Access Group. 1099 Pro comes with multiple built-in access groups. Built in groups are in a teal color on this screen and cannot be modified or deleted.
2. After clicking the "Add" button the "Update Access Group" window will open. Here you will assign the rights to Program Area's and Forms.

To assign rights use the following steps:

- a. Specify a Group Name for your Access Group by clicking the "Group Name" field.
- b. Tag the program Area or Form type that will be configured. To tag a selection highlight the line and use the "Tag" button or click in the tag column next to the Form or Program area you want to update.
- c. After tagging the line click "Modify"
- d. The "Modify Access Rights" window will open and allow you to assign specific rights to the form or program area by clicking the check box to the left of the form you wish to modify.

- e. Click "Save" when you are done modifying access Rights to the form or program area.
 - f. If you are done modifying Access rights click "Save Group" to exit and save your changes. If you wish to modify more Area's or Groups repeat steps 2 – 5. If you wish to abandon all changes simply click "Cancel". *NOTE: If you "Tag" a Program Area or Form type and do not assign any other rights to it, you have created a "View only" access rule. This will allow you to enter an area or form but not to you will be unable to make changes.*
3. You will be returned to "Access Group" screen. You can continue to add or edit Access Groups from here. When you are done click "Close" to return to the "Security Options" screen.

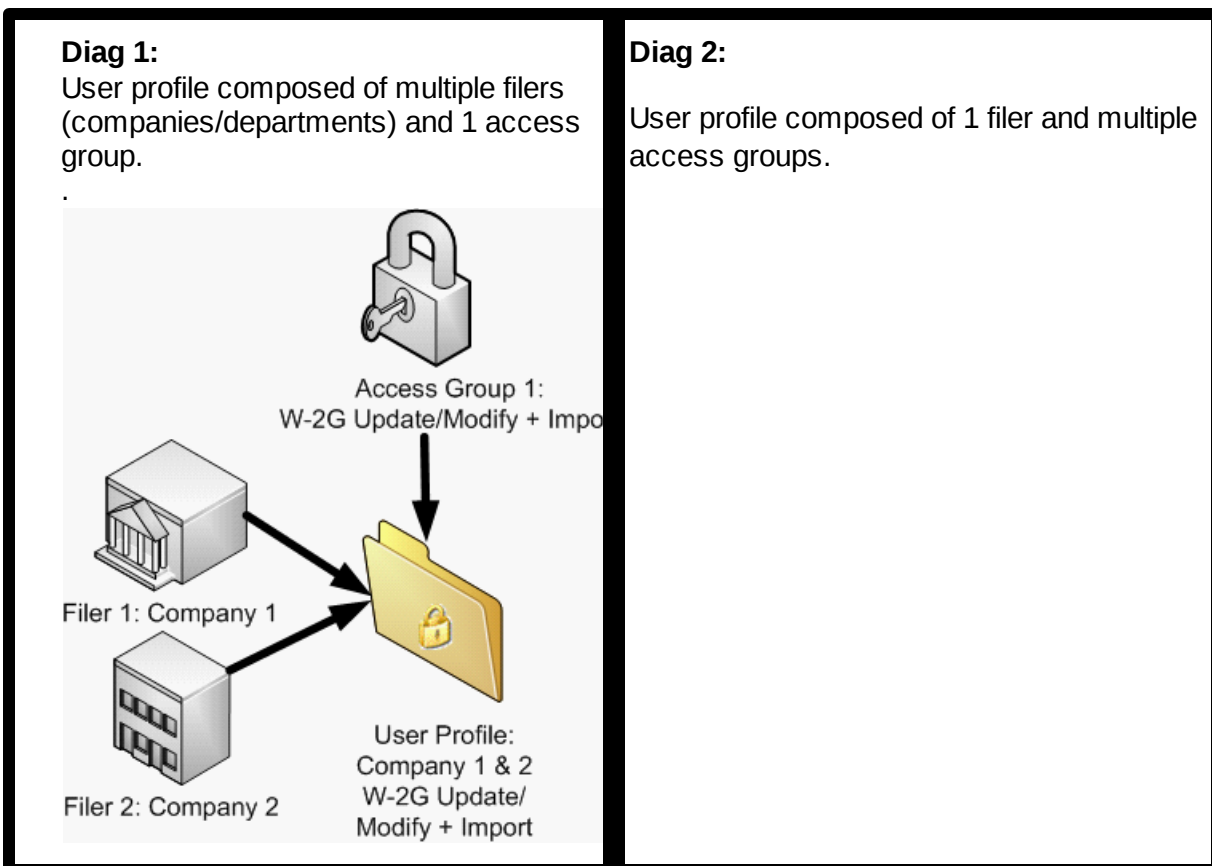
9.1.3 Security - Manage Profiles: Step 3

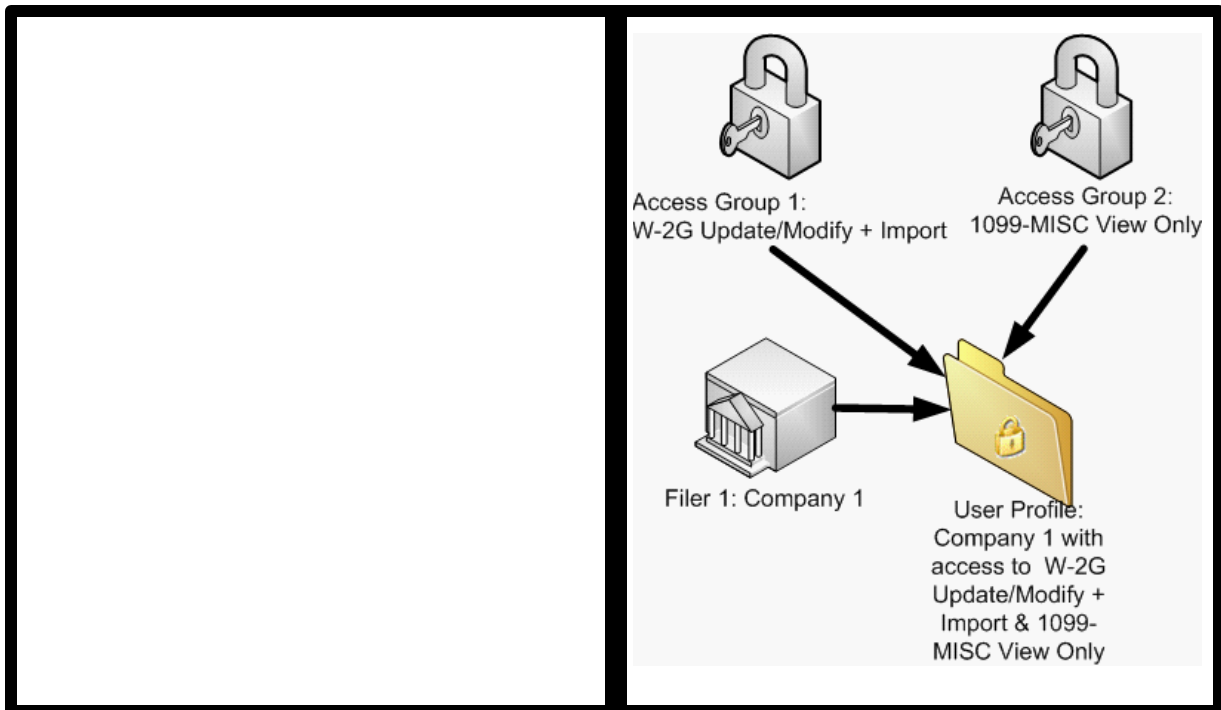
Security - Manage Profiles

Step 3: Create and Manage User Profiles

User Profiles allow you to apply Access Groups to specific Filers/Departments. When you assign a user to this profile (Step 4) they will only have the specific rights granted by that Access Group on the specified Filers. 1099 Pro's built in User Profiles are applied to all filers. *NOTE:: In order to access the 1099 Pro system, a User must have rights to AT LEAST 1 Filer, in other words, they must be assigned to at least 1 User Profile.*

The diagrams below illustrate the components comprising a **User Profile**. In step 4 you will assign users to these profiles.





1. To create or manage an User Profile click "Create and Manage User Profiles for Filers and Access Groups" from within the "Security Options" window. 1099 Pro has built in User Profiles. Built in groups will be colored in teal and cannot be modified or edited. *NOTE: By default, all built-in User Profiles will have access to all current and Future Filers*
2. Click "Add" to create a new user profile. You may also select "Change" to modify any User Profiles. The "Quick Assign" button will walk you through these steps in a wizard. "Clone Profile" will allow you to clone a previously created profile and then edit the Filers and Access Groups assigned to it.
3. After clicking "Add", "Change", or "Clone Profile" you will be working in the "Update User Profile" screen. Here you will assign Access groups to Filers.

To create or update a user profile follow these instructions.

- a. Create a name for the User Profile.
 - b. Tag the Filers that you wish to have access to. To tag a selection highlight the line and use the "Tag" button or click in the tag column next to Filer(s) this profile will have access to.
 - c. Highlight the filer you wish to configure and click the "Assign Access Groups" button to attach Access Groups that were previously created to the profiles.
 - d. The "Tag Access Group" screen opens and allows you to select profiles that have previously been created (Step2).
 - e. After you are done selecting profiles click "Save" to exit. *NOTE: You will need to repeat steps C, D, and E for each filer that is in this profile.*
4. Upon exiting the "Update User Profile" screen you are returned to the "User Profiles" window. You can continue to add, change, or delete profiles here. Once you are done updating profiles click "Close" to be returned to the "Security Options" window.

9.1.4 Security - Add/Update Individual Users: Step 4

Security - Add/Update Individual Users

Step 4: Add/Update Individual Users

Generally you will have one user for each physical user of the software. This section will guide you through creating, updating, and deleting Users.

1. To configure Users, click on the “Add/Update Individual Users” from within the “Security Options” window.
2. The “Users” window opens displaying a list of all current users in the software. The “Add User” button allows you to add a new user. The “Change” button allows you to modify an existing user or view the profiles they are associated with. The “Delete” button will remove a user from the system.
3. Clicking the “Add User” button will open the “Adding a User” window. Here you will input the login information that will be used to access the software. (or “Change User” in the case of clicking “Change” button.

The information below will assist you in adding a new user or modifying an existing user:

- a. User ID: Enter that will be used to login. Note: Corporate Suite users using the Active Directory Login Type must use the same username that the user logs into their network with.
- b. Password: By default all new accounts start with “NEW” as their password and cannot be edited here. You may set the requirements users must meet for passwords by clicking “Set Security Preferences” on the “Security Options” window.
- c. Lock Status: this field displays whether or not an account is locked due to login failures. Click “Change” to lock or unlock an account for use. Remember to reset the password if it is a case of the user forgetting their login information.
- d. (Corporate Suite only) Pre-W2K Domain: This is only used when Active Directory Login type is selected by clicking “Set Security Preferences” on the “Security Options” screen.
- e. Optional Information:
 - i. User Name: Provide the end users full name and email address. This does not affect login.
 - ii. Phone: Supply a contact phone number for the user.
 - iii. Other info: This field can be used to store other info such as department, e-mail address, location etc.
- f. User Profile Membership: This field displays all of the User Profiles that the user is currently associated with. Step 5: will cover adding users to profiles.
- g. Click “Ok” to complete adding a user or “Cancel” to abandon any changes

Note: built in accounts cannot be modified or deleted

9.1.5 Security - Add Users to a Profile: Step 5

Security - Add Users to a Profile

Step 5: Add Users to Profiles:

This last step in configuring security will guide you through the process of assigning a user to a profile created during Step 3.

To add a User to a User Profile

1. Click on the "Add/Remove Users from Profiles" button located on the "Security Options" window.
2. At the "Security – Assign Users" ("Available User Profiles" in Corporate Suite) screen you will assign the users you have created to a profile.
3. Select the profile you wish to add users to by clicking the "Available User Profiles" dropdown.
4. Tag the users that you wish to have applied to the selected profile. *NOTE: You must click "Save" prior to adding users to another profile.*
5. To tag a user highlight the user and click "Tag" button or click in the column to the left of their UserID.

Select which tax years users have access to under the profile. (Corporate Suite Only)

1. Click "Save"/ "Save my Changes to this Profile/Year"
2. Repeat the steps above to add users to additional profiles.

9.1.6 Turn On/Off Security

Turn On/Off Security

Section 1: Accessing Security

- To access the 1099 Pro security control panel, select "File" from the program menu and then select "Security and Administration".
- From the "Global Administrative Options" window, click the "Security Groups" button on the left.
- Security status is displayed in the blue box toward the top of the window, next to the "Security is currently: (On/ Off)" text. If security is not enabled, click on the "Activate Security" button to enable it. You will be prompted to restart the program to finalize this change.

9.1.7 Passwords

Passwords

Passwords can help protect sensitive company data.

First Time Logon

If security is enabled during the [Welcome Wizard](#), the Administrator must create a new password the first time they logon to 1099 Pro.

1. In the User ID field enter Administrator, in the Password field enter NEW.
2. Click "OK".
3. The Logon screen requires you to enter a new password.

- a. Passwords must be at least 6 characters.
 - b. Passwords are case sensitive.
 - c. Password cannot be "NEW"
4. After successfully creating a password, Administrators are encouraged to create [Users](#).

I Lost My Password!

If a User forgets their password the Administrator may reset it.

1. At the [menu bar](#) click on "File" and then on "Security & Administration".
2. At the Administration screen click "Security Groups", and then click on "Add/Update individual Users".
3. At the Browse & Update the List of Users screen select the User whose password needs to be reset and click "Change".
4. At the Changing a User screen click the "Reset" button. The password is automatically reset to "NEW". The next time the User logs into 1099 Pro they are required to change the password.

NOTE: If the Administrator forgets their password they must contact [Technical Support](#). The purchaser of 1099 Pro must send a request on company letterhead stating that the Administrator password is lost and an unlock code is required. Upon receipt of this request, Technical Support will provide an unlock code good for that day only.

9.1.8 Security Reports

Security Reports

1099 Pro offers numerous reports to track Users, User Profiles, and Access Groups. These security reports are available only to administrators or users with administrative rights.

To generate security reports

1. At the menu bar go to File and Security and Administration.
2. At the Administration screen click the "**View/Print Security Reports**" button. Available reports include:
 - **Print Users by Name:** Lists all users sorted by User ID.
 - **Users and Attached Profiles:** Lists all access users and all of the User Profiles they are associated with.
 - **Profiles and Associated Access Groups:** Lists User Profiles and the Access Groups, Filers and Departments they are associated with.
 - **Access Group Detail:** Lists Access Groups and all of the permissions assigned to them.
 - **Detailed Security Report:** Summarizes the User Profiles and Access Groups selected Users are assigned to.
 - **Security Log:** Generates a report based on the security audit trail.

3. All reports offer a print preview option.

9.1.9 Security Access Log

Security Access Log

The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all log-on attempts.

Browse & Manage the Security Access Log

1099 Pro includes predefined queries for sorting access log records including:

- **All Records:** Default selection that displays all records.
- **Access for One Date:** Select this query and then enter the date for which you want to show logs.
- **Access for One User:** Select this query and then click "Select User to Show" to pick a user, or click "Show Records with No Users" for any records with an unknown user.

Export Log-on Records to an Excel spreadsheet:

The Security Access Log tracks all attempts to open 1099 Pro. This log can be exported for review in an Excel document:

1. On the "[menu bar](#)" click "File" and "Security and Administration".
2. At the Administration screen click "Manage Security Access Logs".
3. Click on "Export to XML" located near the bottom left.
4. Select your destination folder and click "OK"

Purge Log-on Records

The Security Access Log tracks all attempts to open 1099 Pro. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. When purging records **ONLY** successful log-on's are deleted. To purge records:

1. On the "[menu bar](#)" click "File" and "Security and Administration".
2. At the Administration screen click "Manage Security Access Logs".
3. At the Browse & Manage the Security Access Log screen click the "Purge Log-on Records" button.
4. The Purge Audit History screen allows the user to indicate the date PRIOR to which log-on records are purged. Modify this date as necessary.
5. Click "Begin" to start deleting records. A warning screen reminds that all deletions are permanent. Click "Start Deleting" to continue or "Cancel" to abort.
 - All purge attempts are permanently recorded in the log.

9.2 Data Maintenance

9.2.1 Backup Data

Backup Data

The 1099 Pro Backup Wizard automatically copies all data files and compresses them into a WinZip format. By default, 1099 Pro prompts for a daily backup. Remember, it's smart to backup your data on a regular basis. If a problem occurs and data files need to be restored, a backup can save time and aggravation!

To modify the frequency in how often the backup occurs

1. Select File>Security & Administration.
2. Click the "Program Options" button.
3. Click the "Preference, Update, and Program Options" button.
4. Locate the "Backing Up Your Data Files" header.
5. Modify how often you are prompted to create backups or uncheck to disable prompts.

To backup data

Access the Backup Wizard as prompted automatically by 1099 Pro (see modify the backup prompt). The Backup Wizard application, Backup14.exe, may also be accessed directly through Windows Explorer. In a typical installation it is located at <%DEFAULTPATH%>. All users must exit 1099 Pro prior to running the backup.

1. At the 1099 Pro Backup Wizard screen click "Next" to proceed.
2. Accept the default location for the backup file unless you wish to backup to another location such as a network drive. Click on the "..." button if this is the case.
3. Accept the default backup location or use the ellipses to select a different location e.g. on a network drive.
4. The program will automatically include the date and time of the backup file in the default name. Accept the default name (recommended!) or manually enter a name. The extension of your backup file defaults to .ZIP. *NOTE: Backup twice to the same filename and you'll overwrite the existing file!*
5. Click "Next" to continue.
6. Confirm your backup choices and click "Back" to revise or "Proceed with Backup" to continue. This screen details Total [data] Files, Total Size and Estimated Zip Size.
7. 1099 Pro indicates if backup was successful. *Note: From Windows Explorer if you hover your mouse over the name of the backup file you will see information about the backup file including the version of software that created the file.*

8. Use WinZip (a shareware utility) to access your backup data. Download it at www.winzip.com.

9.2.2 Restore Data

Restore Data

The features contained within this section are available exclusively to users of the Professional and Enterprise editions of our software.

If your [data files](#) are damaged or destroyed use a [backup file](#) to restore data. For information on restoring your data files please contact [Technical Support](#). *NOTE: Restoring a data file means losing ALL changes made since the last backup. Thus it's smart to backup your data on a regular basis.*

How to restore data

1. Install your 1099 software
2. Locate your backup file which should be in .zip format (i.e. "1099 Pro Backup 9-AUG-2014 9-38AM.ZIP") and is usually located in the Data Backups directory. (Default is <%DEFAULTPATH%>\Data Backups)
3. Unzip this file by using the utility WinZip to extract all the contents of this file (.tps files) to your <%DEFAULTPATH%>\Data directory. You can find more information on WinZip [here](#).
4. Open your software and run a "form counts by filer" report to verify your data.

When you restore data to your "Data" folder (i.e. <%DEFAULTPATH%>\Data). You must always restore your data no earlier than the software version number that was used to create the backup. For Example. Let's say you backed up your data while your 1099 software was in version 12.01.2014. Well now your data is in that same version 12.01.2014. If you ever need to re-install your software, perform a check for updates and make sure you get your software version number current as of 12.01.2014 since most likely the version you install at first may be an earlier version. Now drop your data in to the <%DEFAULTPATH%>\Data and open your software. If you receive an error 47 then you most likely either performed the above task again or with your software closed just run the check for updates program to update the data and your software altogether.

For Multi-user installs of the 1099 software, follow the same procedure above. Once you open your 1099 software on the workstation it automatically "downloads" and synchronizes with the server version.

9.3 Rules and Options

9.3.1 1099 Module Preferences

1099 Module Preferences

The features contained within this section are available exclusively to users of the Corporate Suite edition of our software.

Here we will explain what the preferences are for the various tabs contained within the "1099/98/5498/W-2G/Preferences/Options" area in the 1099 Pro Corporate Suite software.

9.3.1.1 Global

Global Tab

Options that apply to ALL users.

- Require A full name and address before a form can be saved: Checking off this option will require a full name and address to be entered when manually creating a record.
- Auto capitalize names, addresses & localities during manual entry: This will automatically place everything that was manually entered for a record in an upper-case format when the text entry has been completed.
- Hide the optional form Category field on data entry forms: Checking this box hide the areas "Source" and "Category" on records when manually entering forms. *Note: These fields are only used as a means of organizing data for searches.*
- Remind me not to print the Red Copy A until February:

Backing Up Your Data Files

Creating backup copies of your data files should be performed by your network and/or your network Administrators on a regular basis.

Global Date Range Checking

- Warn if dates entered on forms are outside of this range: Enabling this option will cause the program to give a warning if an accounting date is entered that goes outside the specified date range entered. *Note: The options for "Date is before" and "or after" will only apply if the "Warn if dates entered on forms are outside of this range" option is turned on.*
- Date is before: If the date, or prior, entered at the time of record entry, is before the date entered in this box, the user will receive a warning.
- or after: If the date, or after, entered at the time of record entry, is before the date entered in this box, the user will receive a warning.

Form Options

- Do NOT Allow: Choosing this option will disable the ability to enter forms with an accounting date on or after 1/1/2014.
Allow Now: This will allow users the ability to enter forms with an accounting date on or after 1/1/2014.
- Not until Jan 1st, 2014: (Default) Choosing this option will only allow user to enter forms with an accounting date on or after 1/1/2014.

Special Features

Activate Extended Casino W-2G/1042-S options: Turning on this option will enable

W2G

- Add an additional cash field in Box 1 (Gross winnings)
- Add the ability to set withholding as a percentage in box 2 (Federal income tax withheld). *Note: Either Federal: 25% State 5%, or Federal: 10%, State 2%.*
- A drop down box for boxes 11 (First I.D.) and 12 (Second I.D.) *Note: The ID's used in these boxes can be defined under, "Security and administration" then "Business Rules", "Manage Data Entry Code Lists & Options" then click on the "Code Type to view/update" of "Recipient I.D. Types", with that option selected, you will have click on "Add" to add optional groups/people to the box 11 or 12 drop down lists.)*

1042-S

- Suppress No TIN Message: Turning on this option will suppress the warning given if a form is entered and there is no TIN number assigned to the form at that time.
- Filter the CSR list by Filer is Security is on:

9.3.1.2 Local

Local Tab

Recipient Address ZIP Code/City Options

1. Convert City to UPPER case during manual entry ZIP lookups: Clicking this check box will cause the program to automatically convert the City to all upper case characters when using the software's build in zip code to city matching utility.
2. Always convert Recipient City to UPPER case during printing: When printing records from the Corporate Suite software, or ASP interface, the City name will always print in upper case, regardless of what is viewed in the Work With My Tax Forms screen.

Local Options

1. Automatically reselect the last Filer at program start: (Default On) Turning on this option will automatically start the user viewing the filer information that they were viewing when they exited the software.
2. Show a reminder when using 'Add Recipient': Turning on this option will enable a warning that states:

"Tip: In order to reduce typing and save time, recipients are normally added to 1099 Pro as part of the process of creating their 1099 forms. You do NOT need to add a recipient here before creating a tax form for them. Do you still want to add a new recipient/employee right now?"
3. Whenever you add a recipient in the "Recipient" section. Note: You will also be given the option to disable this message, at the time this message is displayed.
4. Show a reminder that First Name is discarded for EIN/Company: Note: These options can be set/changed by the user on each workstation. Your choices here will provide the default.

9.3.1.3 Limits

Limits Tab

This area will allow you to set the accounting day limit entries on records, so if you enter a specific date in these areas, users will receive a warning that they cannot save the record because it goes beyond that date.

There are two different areas where dates may be entered, the Transaction/Accounting Date Cutoff, and the Open Window Cutoff Date (WEB/ASP data entry only) which is extremely useful because representatives that are only allowed to interface with the program using the internet browser, can have different limits for record creation, allowing for a method of administration. *Note: If the "Accounting Date Cutoff Date" or "Open Window Cutoff Date" are left blank, the accounting date will not be enforced, and no warning will be issued, regardless of the accounting date entered at the time of the records entry.*

9.3.1.4 Checking For Updates

Checking for Updates

This area will assist you in the methods that the 1099 Pro program uses to check for updates. Updates will help to make sure that the program abides by the latest rules and regulations set forth by the IRS/SSA. Ask for confirmation every time before checking (Default on): leaving this option on will cause the program to prompt you whenever it would like to connect to the internet in order to check for updates, if you uncheck this box, the program will connect to the internet in order to download updates without asking permission to do so. *Note: Uncheck this only if your internet connection is "Always on". If a update is available, you will still be prompted before installation begins, regardless of the status of this box.*

How often does the program check for updates?

- **Automatic Adjustments (Recommended):** The program will check for updates occasionally during the summer, more frequently as tax season approaches, and, finally, everyday at the height of tax season.
- **Specified Interval (1 - 45 days) Throughout the year:** You can adjust the number of days in between when the program will check for updates.
- **Manual checking only:** Choosing this option, you will need to manually inform the program to check for updates under "Help" and then "Check for 1099 Pro updates". *Note: You will also see an indicator at the bottom of the screen that indicates the last time a check was performed for an updated version of the software.*

9.3.1.5 Update Options

Update Options

Change Recipient Address on Filed Forms (ASP Only)

- **Create correction:** Choosing this option will allow users to allow representatives using the ASP interface to adjust the address on accounts after the form has been saved, and then filed.
- **Update Address for Filed Forms without creating correction:** Choosing this option will allow representatives using the ASP interface to alter a records recipient information, that has been filed, without creating a correction.

Refile Forms already filed to a State:

- **Forms can not be re-filed to a state:** When a eFile has been generated for the State, it will not be sent to the State via the CFS (Combined Federal & State filing program) if that option is selected in the Federal eFile creation.
- **Enable option to file form already filed to a State:** If a record has been submitted using the State

Subset eFile creation utility it will not then be submitted to the State again if the **CFS** (Combined Federal & State filing program) is checked during the Federal eFile file creation process.

Change of Status from Quick Print (ASP Only)

- **Disallow status changes from Quick Print:** Regardless of what copies are printed using the quick print tool, the status of the form will not change.
- **Allow Quick Print status changes, option will not be checked:**
- **Allow Quick Print status changes, option will be checked:**

Restrict Creation of Filed Wrong Form Corrections:

- **No Restrictions:** Anyone who has access to create corrections will have the ability to choose the filed wrong form option when a record will have its information manipulated.
- **Restrict for ASP only:** Representatives that use the ASP interface will not be able to choose the option "Filed Wrong Form" when manipulating a filed Record.
- **Restrict for ASP and CS:** Users in general will not have the option to choose the "Filed Wrong Form" option when choosing to alter a filed form.
- **Restrict Form 1099-LTC Box 5:** This area will give you the option of what information is displayed when a 1099-LTC is printed out. *Note: Box 5 indicates a Chronically Ill or Terminally Ill status.*
- **Use Box 5 information for printing/filing:** Information entered in box 5 of the 1099-LTC will be printed for all copies and included in electronic filing.
- **Suppress Box 5 for printing and filing:** This option suppresses printing or reporting via electronic filing information entered in box 5 of the 1099-LTC

Options for allowing "Processing Restrictions" to be used with Tax Forms.

Note: These restrictive actions are allowed by default. Enabling them to disallow use.

- **Restrict "Do Not Print" option:** Checking this box will disable a representatives ability to check the "Do not print" box in the ASP interface and Corporate Suite software.
- **Restrict "Do Not File" option:** Checking this box will disable a representatives ability to check the "Do Not File" box in the ASP interface and Corporate Suite software.
- **Restrict "Do Not Merge" option:** Checking this box will disable a representatives ability to check the "Do Not Merge" box in the ASP interface and Corporate Suite software.
- **Restrict "User Hold" option:** Checking this box will disable a representatives ability to click the "Hold" button on a form in the ASP interface and Corporate Suite software.

Specify the max number of records that will be return by Search engine in ASP: In this area you can determine how man records will be returned when a search is initiated using the "Form lookup" utility within the ASP interface, limiting this number can significantly reduce the amount of time that is used to search the database when a search criteria that is vague is used. *Note: If no number is set, it will default to returning 100 records.*

9.3.1.6 RCP Options

RCP (Recipient) Options

This area will allow you what rules apply to recipient information as it is entered into the system manually, or if it is imported into the software via the import utility.

Recipient Select options:

The following list applies only if you have an existing list of recipients within the software.

- **Select from Recipient list:** (Default) Choosing this option will allow people who are manually entering a record to pull information from the recipient list into the form.
- **Select Recipients from forms (ASP Only):** Choosing this option will only allow people using the ASP interface to pull information from the recipients list when manually entering a record.
- **Select Recipients from Forms (Corporate Suite and ASP only):** Choosing this option will not allow people using the Corporate Suite software, or ASP interface to pull information from the already existing recipients database.

Force Recipients as New

- **Do not force Recipients as new:** Choosing this option will cause the software to ask the user who is entering recipient information if they would like to update users and forms already in the recipient database. *The above option applies on both manual entry and import.*
- **All Recipients on import or manual entry are forces as new/unique:** Choosing this option will create a new entry in the recipient database for every recipients information entered into the software. *The above option applies on both manual entry and import.*
- **Disable Recipient List:** Choosing this option will disable the storing of recipients information altogether, and information will not be available to users manually entering forms, or importing them into the software.

The following applies to the 1099 Pro Corporate Suite/ASP interface only.

If you have the recipients list disabled during an import, the records that were imported will not be combined with future transactional imports. This is because there is no record kept of the transaction being linked to a specific recipient when the "Recipient list" has been disabled.)

Bypass Recipient Compare process

- **Compare Tax Form date to Recipient record on entry and offer updates:** When importing or manually entering recipient information, the software will prompt if this is newer information than the information currently stored in the recipient database.
- **Bypass Recipient Compare process for ASP only:** When manually entering recipient information into the Corporate Suite software, the software will prompt if this is newer information than the information currently stored in the recipient database.
- **Bypass Recipient Compare process for ASP and CS:** You will not be prompted when entering recipient information if this is newer information than the information stored in the recipient database in either the Corporate Suite software or the ASP interface.

Bypass Recipient cascade process

Recipient Cascade process depends on Recipient Compare settings. If Bypass Recipient Compare is turned on then no cascades can take place regardless of the setting for Bypass Recipient Cascade.

- **Allow cascade:** (Default) This option will allow changed in recipient information to take place across multiple filer, and different take forms, so that if there are multiple form types for one filer, you will not have to adjust them all. This does not effect forms that have a status other than "Pending".
- **Restrict to current Filer only:** This option will allow changes in a recipients information to adjust multiple form types at the same time, but will not allow adjustments across multiple Filers.
- **Disable Cascade:** This will disable the ability for adjusted recipient information to be spread across multiple form types, and filers, all together.

Error Level if missing Address Line 1 and 2

- **No Error:** (Default) Turning on this option will disable the warning message if there is a missing Address line 1 or 2 for recipient information entered manually or via import.
- **Warning:** Turning on this option will give a warning message with a status of "Warning" when entering recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import. The error message of warning will not prevent the tax form from being save, or from being brought into the software without prompt.
- **Error:** Turning on this option will give a warning message with the status of "Error" when entering recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import. The warning status of "Error" is more severe than the status of warning, but is still capable of being brought into the software.
- **Reject:** Turning on this option will give a warning message with the status of "Reject" when entering recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import. The warning status of "Reject" is the most severe message, and records with the status of reject will not be allowed to be saved in the system.

Error Level if for SWT (State Withholding Tax) for non-taxing states

This is the error warning that a user will see if they enter information for State Withholding Tax for a non-taxing state, this will be via the Corporate Suite software or the ASP interface, weather entered manually or imported into the software.

- **No Error:** (Default) Choosing this option will not attribute an error message to forms that are entered with State Withholding Tax on non-taxing States.
- **Warning:** Choosing this option will attribute an error message of "Warning" to forms that are entered with State Withholding Tax on non-taxing States. The error message of warning will not prevent the tax form from being save, or from being brought into the software without prompt.
- **Error:** Choosing this option will attribute an error message of "Error" to forms that are entered with State Withholding Tax on non-taxing States. The warning status of "**Error**" is more severe than the status of warning, but is still capable of being brought into the software.

- **Reject:** Choosing this option will attribute an error message of "Reject" to forms that are entered with State Withholding Tax on non-taxing States. The warning status of "**Reject**" is the most severe message, and records with the status of reject will **not** be allowed to be saved in the system.

9.3.2 Preferences

Preferences

Preference items allow you to customize 1099 Pro software.

To modify preferences

1. On the [task panel](#) click the "General Options" section and the "Preferences" icon or you can click on "File" and then select "Program Preferences".
2. At the Preferences screen all items except for "Hide the optional form Category field on data entry forms" are checked "" by default. Uncheck an item to cancel its functionality.

Global Program Options

- Remind Me Not to Print Red Copy "A" Until February
- Require Full Name and Address Before a Form Can Be Saved
- Auto [Capitalize](#) Names, Addresses & Localities During Manual Entry
- Hide the Optional Form Category Field on Data Entry Forms
- Remind Me to Backup Every 'X' Days: The reminder defaults to 1 day although any number between 0 to 99 is allowed. Set to "0" to backup every time you exit 1099 Pro. To disable the reminder uncheck the box.

Range Checking

Warn If Dates Entered on Forms Are Outside of this Range:

- Date is before 1/01/2014 (default entry)
- Date is after 12/31/2014 (default entry)

Other Options

Located under the General (more) Tab:

- Automatically reselect the last Filer at start up.
- Show a reminder using the "Add Recipient".
- Show a reminder that the first name is discarded for EIN/Company.

Checking for Updates

These options help to ensure that you have the most up to date version, including any last minute changes from the IRS/SSA.

- Ask for confirmation every time before checking.

How often the program should check for updates.

- Automatic adjustment (recommended): the program will check for updates occasionally during the

- summer, more frequently as tax season approaches, and everyday at the height of the tax season.
- Specified Interval (1-45 days) Throughout the year. Checks will occur at the interval you set here. (Set the number of days between update reminders.
- Manual checking only: you will need to use the menu options to check for all updates.

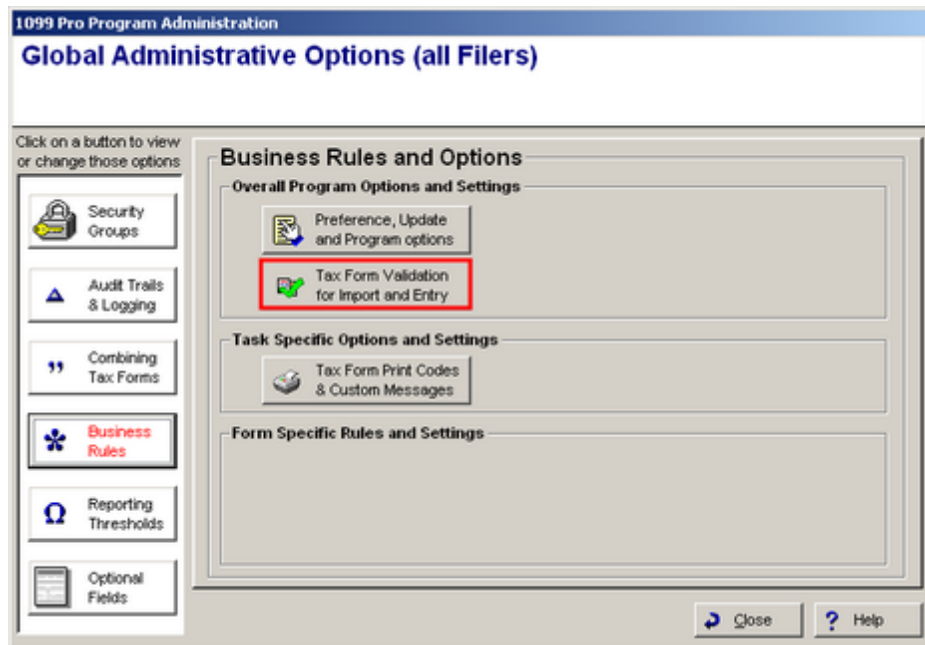
See [Web Updates](#) for more information on updating the software.

9.3.3 Custom Tax Form Validation Rules

Custom Tax Form Validation Rules

1099 Pro E/SQL software allows you to create and manage tax form validation rules. These rules are used for detecting errors and/or warnings on tax forms. Items such as invalid TINs, invalid zip codes, and the rules that govern how boxes should be filled out. The software does come with a basic set of rules built-in, but this new feature will allow you to create your own validation rules at any time.

- To view, change or delete tax for validation rules, click on "File" from the top menu and then select "Security and Administration".
- At the Global Administrative Options window, click on the "Business Rules" button on the left pane.
- Now click on the "Tax Form Validation for Import and Entry" button.



- The Manage business Rules/Validation screen summarizes the rules for a particular form and indicates if the rule is active, where the rule is active and the severity.

Manage Business Rules/Validation

Tax Form: 1099-MISC

Valid for Tax Year:

Active	Custom	DT/Imp/Web	Rule Description	Year	Rule Key
Yes	No	E/E/E	R01: Box 4 Fed w/h greater than sum of payments	2006	1099MISC*R01
Yes	No	W/W/W	R02: Box 17 state missing for Box 16 amount		
Yes	No	E/E/E	R03: Box 16 w/h is greater than box 18 income		
Yes	No	E/E/E	R04: Box 16 state w/h greater than sum of payments		
Yes	No	E/E/E	R05: Box 16 state w/h specified for non-w/h state		

Change Close Help

5. The "DT.Imp/Web" column determines where the validation rule is applied. "DT" applies the rules to a manual data entry, "Imp" to imports and "Web" refers to users on the web/internet module. There are also three levels of error message severity. "W" is a warning, which is a non fatal problem with your form. "E" is an error which may be a fatal problem with the form and "R" is a reject which will not allow the form to be saved or imported at all. You can also define "OK" which will allow the form to be saved without warning or you can use the "Default" option, which will use the systems default rules to evaluate the form.
6. If you wish to deactivate a rule where you may wish to activate it later simply uncheck the Rule is active/applied box as shown below.

Editing Rules

To edit an existing rule, click on a rule in the Manage Business Rules/Validation window and then click on the "Change" button.

- The Rule Will Be Changed window allows you to turn a particular rule on or off at anytime. To turn off a rule, remove the check from the "Rule is active/applied" checkbox and then click the "Save" button.
- You can also override the default messages using the "Customize/override the default messages" box.
 - o Use the drop down menus to the right of "Manual Entry Severity", "Import Severity" and "Web Entry" to set the warning/error severity level to either "Use Default", "OK", "Warning", "Error", or "Reject".
 - o You can also add a short error message that will be displayed when records with this forms particular rules are broken. If needed you may add a longer error message in the "Full error message" text box.
 - o Lastly, you may suggest a fix for your form error by typing it in the "Suggestion how to fix" box.
- When you have finished configuring your rule, click on the "Save" button to save your changes and return to the Manage Business Rules/Validation window.

9.5 Check for Updates

Check for Updates

This option requires a connection to the Internet. If you do not have an 'always on' connection, please be sure you are connected before initiating an update check.

Overview

This option uses the Internet to check the 1099 Pro, Inc. update servers for a newer version of this program. Instead of running the full Web Update procedure from your Windows Start->Programs menu, you can now quickly check for updates from within 1099 Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update.

To Check Manually

From the 1099 Pro "Help" menu, select the "Check for updates to 1099 pro" option. Follow the steps below to manually check for an update:

- Close the 1099 Pro software.
- Click on the "Start menu", highlight "Programs", then find your 1099 Pro Professional or Enterprise item in the list and highlight it.
- In the menu for 1099 Pro, find the "Check for Updates" item and click on it to begin.
- Follow the prompts by clicking "Next" then select any "Advanced" options if needed, if not then click "next". If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update. Download the update and allow the update to install. This process should begin automatically for you.
- After the process is finished, confirm that your version number of the software matches with the version number of the patch download by going to the "Help" menu and selecting "About".

If you continue to have problems downloading an update to the software it is possible you may have a firewall on your network or local machine preventing you from retrieving this update. Check with your Administrator or disable your firewall. As an alternative you may visit our host site at <http://host.1099Pro.com/> and search for the product by "year" and then by "product type" (either Pro or Enterprise), then search for the Web Update folder.

To Automate Checking

Options for automating the update checking process are set via the Program Preferences, which can be found on both the "File" menu and "General Options" tab on the left side of the 1099 [Main Menu](#).

Notes

- If your installation of 1099 Pro has Security turned on, and you do not have Administrator level access, you will not be able to view or change the Update Checking options on the Program Preferences.
- If Security is not turned on and you are on a workstation, you will not be able to view or change the Update Checking options on the Program Preferences. They will need to be set from the Server install.
- Workstations cannot run the actual web update process -- they can only check for new versions. Once your Server has been updated, each workstation will automatically update itself the next time 1099 Pro is run on that machine.

You should always keep your 1099 Pro up to date to ensure that you have the latest features and fixes for any reported issues.

9.6 Installing

Installing

To install single-user* or Demo

1. Insert the CD-ROM into your computer's CD-ROM drive.
2. On your Windows desktop click the "Start" button and select "Run".
3. In the Open field, type x:\setup.exe, where x is the name of the CD-ROM drive and *setup.exe* is the name of the 1099 Pro executable.
4. Click "OK" to start the setup program.
5. Follow the instructions provided by the setup program. If 1099 Pro prior year data is detected on your system the [Roll Forward Utility](#) activates.

Virus Checkers

Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in 1099 Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

See [Multi-User/Network Installations](#)

9.7 Logging in as a Different User

Logging in as a Different User

If you are currently logged in with a user account in 1099 Pro, you may log off your existing user and log in as a different user without fully closing the software. Follow the steps below to log in as a different user. *IMPORTANT! You must first close all screens in 1099 Pro using the close button at the bottom right. "Logon as Different User" will only appear once you close all top level screens and you can see the following window in your 1099 Pro software.*



Steps to change your current logon account.

1. Click on "File" on the toolbar at the top in 1099 Pro.
2. Select "Logon as Different User"
3. When you are prompted with the 1099 Pro logon screen, type in your User ID and then your password.
4. Click "OK".



Finally verify your login has changed by checking the user currently logged in in the bottom right corner of the screen.

User: Administrator Wednesday, July 26, 2006 10:31AM

9.8 Optional Fields

MISC Optional Field

The 1099-MISC optional amount field configuration box allows you to enable an extra field at the bottom of a 1099-MISC form.

- To enable the Optional Field, place a check in the checkbox labeled "Allow use of 1099-MISC extra amount box".
- Upon placing a check in the "Allow use of 1099-MISC Amount Box", the "Enter a title for the box:" will become available. Type the title for your optional amount field here.
- When you have finished configuring the optional amount field, click on the "Apply Now" button to save your changes.
- When entering a form, you will now notice that the "Optional Text" box will be available.

1099 Pro Program Administration
Global Administrative Options (all Filers)

Click on a button to view or change those options

Optional Fields

Optional Form 1099-MISC Amount Box

☐ Allow use of 1099-MISC extra amount box

Enter a title for the box:

Security Groups
 Audit Trails & Logging
 Combining Tax Forms
 Business Rules
 Reporting Thresholds
Optional Fields

Changing a Form 1099-MISC Record

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.
 1099 Pro, Inc.
 23901 Calabasas Road
 Suite 2080
 Calabasas, CA 91302

(888) 776-1099 Phone/Dept: AP

PAYER'S Federal Identification number 97-1234567

RECIPIENT'S identification number 551-12-4544

Recipient's address (View mode -- click for Edit mode)
 John Smith
 123 Main Street
 Bell, CA 90201

Account number (see instructions) Test \$ 2nd TIN notice ☐

15a Section 409A deferrals \$ 15b Section 409A income \$

Text & Aux not reported to the IRS Optional Text Ln 1: Test Line 1 Ln 2: Test Line 2

Processing Restrictions
☐ NO Print/Mail
☐ NO File w/IRS
☐ NO Merge

Special Print Codes
 1: ☐ 2: ☐ 3: ☐

Optional Grouping/Filtering fields
 Source:
 Category:

1 Rents \$ 5454.00
 2 Royalties \$
 3 Other income \$
 4 Federal income tax withheld \$
 5 Fishing boat proceeds \$
 6 Medical & health care payments \$
 7 Nonemployee compensation \$
 8 Substitute payments in lieu of dividends or interest \$
 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ☐ \$
 10 Crop insurance proceeds \$
 11 Excess golden parachute payments \$
 12 Gross proceeds paid to an attorney \$
 13 State tax withheld \$
 14 State/Payer's state no. \$
 15 State income \$

OMB No. 1545-0115
2006
 Form 1099-MISC
Miscellaneous Income

9.9 Reporting Thresholds

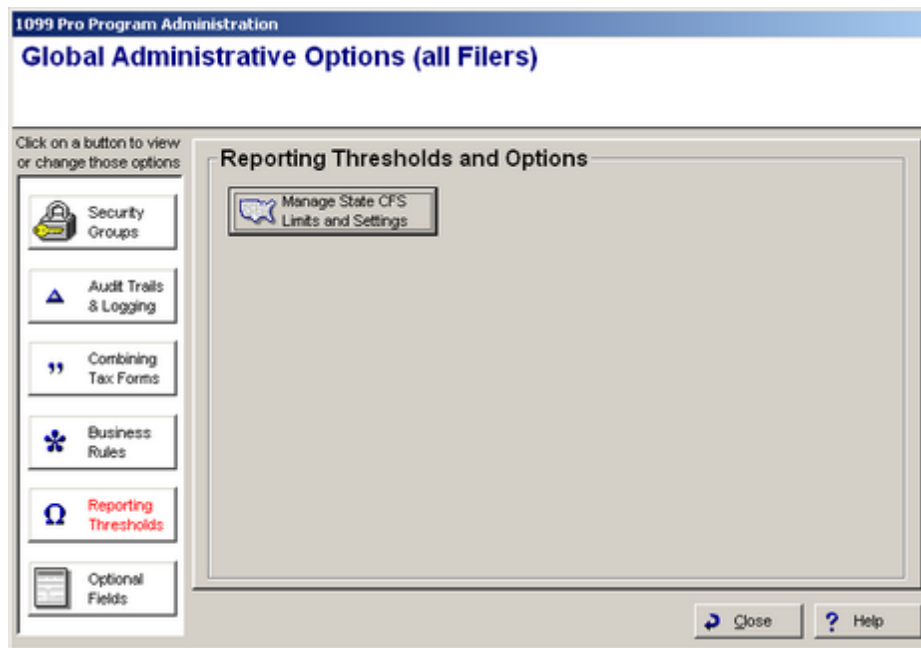
Reporting Thresholds and Options

Pro E/SQL (Corporate Suite) now provides the ability to manage the built in state reporting limits/thresholds which are applied when generating a [State Subset eFile](#) file. Thresholds are used to determine which amounts should be reported and which should not. Typically these thresholds are set by each individual state and may vary.

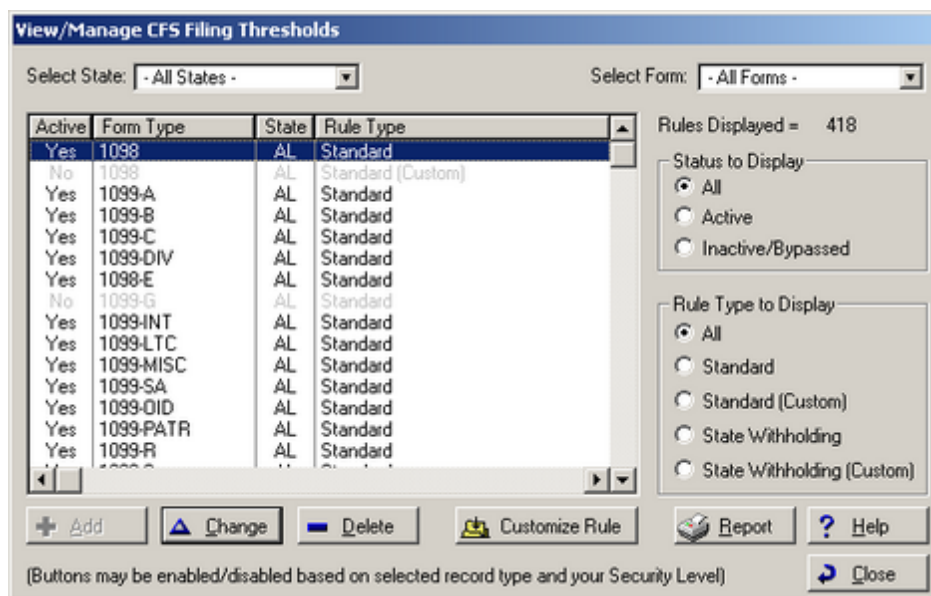
Configuring Reporting Thresholds

To configure State Reporting Thresholds please use the following steps:

1. From under the "File" menu, select "**Security and Administration**".
2. From the left pane, click on the "**Reporting Thresholds**" button.



3. From the "Reporting Thresholds and Options" window, click on the "Manage State CFS Limits and Settings" button.



4. At the "**View/Manage CFS Filing Thresholds**" window you will see a list of all the current state thresholds for all states. The View/Manage CFS Filing Thresholds window provides the following options:
 - **Select State:** This drop down menu allows you to select which states you wish to view thresholds for.
 - **Select Form:** This drop down menu allows you to select which form type you wish to view thresholds for.
 - **Add:** Allows you to create a new threshold rule.
 - **Change:** Allows you to edit an existing threshold rule.
 - **Delete:** Allows you to delete an existing threshold rule.
 - **Customize Rule:** Allows you to customize a threshold rule.
 - **Report:** Allows you to generate a report of threshold rules based on your view selections (i.e. Select State, Select Form, etc).
 - **Status to Display:** Allows you to select which rules are visible based on their status (i.e. active, inactive).
 - **Rules Type to Display:** Allows you to select which rules are visible based on the type of rule (i.e. display All rules, Standard rules, etc).

Customizing a Standard Rule

To customize one of the built-in state threshold rules please use the following steps:

1. Select the threshold rule you would like to customize from the "**View/Manage CFS Filing Thresholds**" window by clicking on it.
2. With the rule selected, click on the "**Customize Rule**" button.
3. At the "**Record Will Be Added**" window you will have the following options:
 - **Active:** When this box is checked, the rule is enabled (active), when it is unchecked the rule will be disabled.
 - **Form Type:** The Form Type that the rule is associated with.
 - **Rule Type:** Defines the kind of rule that is being edited (i.e. Standard, Standard (Custom) etc.).
 - **State:** The state that the rule is associated with.
 - **State Rule:** This box contains the actual rules used when the thresholds are evaluated.
4. If you are customizing a built-in rule the Form Type, Rule Type and State boxes will be grayed out. You will only be able to Activate or De-activate the rule and/or customize the "State Rule".

Editing the "State Rule" box

There are two ways to edit the contents of the "State Rule" box.

1. **Manual Keying in of rules:** If you are familiar with the names of the fields and mathematical symbols used to evaluate the rules, you can modify any existing rules or enter new rules at anytime.
2. **Right Clicking in the "State Rule" box:** If you are new to customizing threshold rules this is the recommended method.

Record Will Be Added

Active: ☒

Form Type: 1099-B

Rule Type: Standard (Custom)

State: California

State Rule: Form1099B.Box2Amt > 0 or Form1099B.Box3Amt > 0 or Form1099B.Box8Amt <> 0 or Form1099B.Box9Amt <> 0 or Form1099B.Box10Amt <> 0 or Form1099B.Box11Amt <> 0

Select DataField
Select Operator

Right Click in State Rule Box to display field/operator list.

Rule Syntax Ok

Save Cancel Help

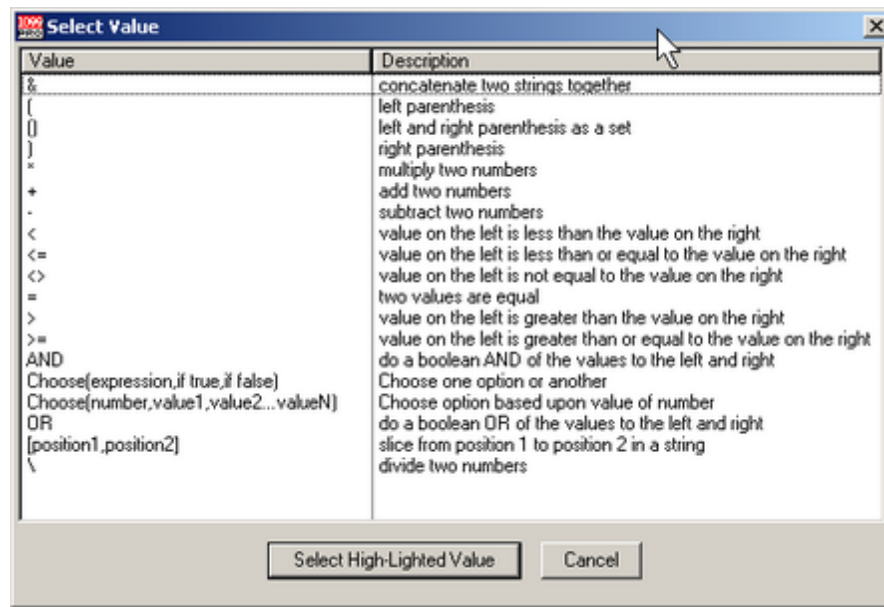
- Upon right clicking in the "State Rule" box a menu will appear with two options:
 - o Select DataField: Clicking on this option will allow you to choose which amount field(s) you would like to have evaluated (i.e. Box Amount 1, Box Amount 2, etc.

Select Value

Value	Description
FORM1099B:ALDXAMT1	Field FORM1099B:ALDXAMT1
FORM1099B:ALDXAMT2	Field FORM1099B:ALDXAMT2
FORM1099B:ALDXAMT3	Field FORM1099B:ALDXAMT3
FORM1099B:ALDXAMT4	Field FORM1099B:ALDXAMT4
FORM1099B:BOX10AMT	Field FORM1099B:BOX10AMT
FORM1099B:BOX11AMT	Field FORM1099B:BOX11AMT
FORM1099B:BOX2AMT	Field FORM1099B:BOX2AMT
FORM1099B:BOX3AMT	Field FORM1099B:BOX3AMT
FORM1099B:BOX4AMT	Field FORM1099B:BOX4AMT
FORM1099B:BOX5AMT	Field FORM1099B:BOX5AMT
FORM1099B:BOX8AMT	Field FORM1099B:BOX8AMT
FORM1099B:BOX9AMT	Field FORM1099B:BOX9AMT

Select High-Lighted Value Cancel

- o Select Operator: Clicking on this option will provide you with a list of all available operators that can be used to evaluate your rules.



- o Select an operator by clicking on it and then clicking on the "Select High-Lighted Value" button.

9.10 Un-Installing

Uninstall Routines

The Select Uninstall Method screen offers two options for removing 1099 Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).
- "Automatic" initiates a default uninstall routine.

To uninstall 1099 Pro (custom)

1. Close all applications including 1099 Pro.
2. On your Windows desktop click the "Start" button.
3. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
4. Select "1099 Pro 2014" and click the "Add/Remove" button.
5. At the Select Uninstall Method screen choose "Custom" and then click the "Next" button to start the uninstall program.
6. Files are categorized for deletion. Users may "Select All" (recommended), "Select None" or use their mouse to select specific files. Categories include:
 - System Files
 - Directories
 - [INI Files](#)
 - INI Entries

- Registration Database Keys
7. After selecting appropriate files click "Finish" to complete the uninstall.

To uninstall 1099 Pro (automatic)

1. Close all applications including 1099 Pro.
2. On your Windows desktop click the "Start" button.
3. Go to "Settings", "Control Panel" and select "Add/Remove Programs".
4. Select "1099 Pro" and click the "Add/Remove" button.
5. At the Select Uninstall Method screen choose "Automatic" and then click the "Next" button to start the uninstall program.
6. 1099 Pro prompts you through the remainder of the uninstall routine.

Using the "Automatic" uninstall feature does the following: Leaves behind your current data files under the main program directory in the folder named "Data", preserves the "Uploads" folder containing any uploads generated by the 1099 software for submission to the Service Bureau, and miscellaneous .DLL files are left in the Program root directory used by the software. In addition the .INI file is also preserved in the \Admin or \Windows directory.

NOTE: Users who uninstall 1099 Pro and then reinstall it may get an "Invalid Record Declaration (47) Accessing TAXDATA.TPS [or FILERS.TPS]. Press OK to end this application" warning. This error occurs because some files were not deleted during the automatic uninstall. Users must perform a custom uninstall of 1099 Pro (and select all files for deletion) and then reinstall the software.

10 Audit Trails

Audit Trails Overview

Audit Trails DO NOT track the history of manual and [cascading](#) changes to a tax form including old and new values, date changed and the user responsible for changes. *NOTE: If Audit Trail Records don't reflect a known change; Audit Trails are (or were) disabled.*

Master Audit Trail Browser

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only). See [Master Audit Trail Browser](#).

About Record History

The Record History screen displays audit trail information for the selected tax form and is available to all

[Access Groups](#). A limited version of the [Master Audit Trail Browser](#), this screen tracks all manual changes made directly to a record. [Cascading updates](#) are not reflected.
See [Record History](#) for more information

Purging Audit Trail Logs

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

See [Purging Audit Trail Logs](#) for more information.

Enabling/Disabling Audit Trails

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the [Record History](#) screen is automatically disabled.

See [Enabling/Disabling Audit Trails](#)

10.1 Audit Trails Activity Report

Audit Trails Activity Report

This tutorial will guide you through the process of printing a report of all audit trail activity related to one or more areas in your 1099 Pro software.

1. The Audit Trail Activity Report is available by launching the software
2. Click on "File" from the main menu.
3. click on "Security and Administration".
4. Click on the "Audit Trails & Logging" button.
5. Click the "View/Print Audit Changes Report" button.
6. Select the options you would like to have included in your Audit Trail Activity Report and then click the "OK" button.
7. You will now be brought to a screen that will ask, "Do you wish to PREVIEW this Report?"
 - a. Click the "Yes" button to access the preview options
 - b. Click the "No" button to send the Audit Trail Activity Report to the printer to the printer without previewing.
 - c. Click the "Cancel" button to continue without generating the Audit Trail Activity Report.

Note: Once the report prints out, use the following legend to determine what changes have been made to the records and filers on the report.

Definitions of the items on the "Audit Trail Activity Report" are as follows:

T = TIN (Tax ID Number)

N = Recipient Name

R = Recipient Name

A = Account (#)

Old values are on the left

New values are on the right

Subtype: Audit report tool doesn't know what was done with the record.

TransType: Audit report tool doesn't know what was changed on any transactions.

10.2 Deleted Record Detail

Deleted Record Detail

From the Master Audit Trail Browser, click the "Deleted Record Details" button to display the contents of a deleted tax record. *NOTE: The Master Audit Trail Browser will not reflect records that were deleted while Audit Trails were disabled.*

See [Master Audit Trail Browser](#)

10.3 Master Audit Trail Browser

Master Audit Trail Browser

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and [cascading](#) changes to all tax forms (the [Record History](#) screen allows the viewing of individual tax forms only).

To view records

1. On the [menu bar](#) click "File" and "Security and Administration".
2. At the Administration screen click "View Audit Trail Records".
3. At the Master Audit Trail Browser screen refer to the Date, Time, User ID, Field Name, Old Value and New Value columns for invaluable information.
 - For deleted records click the "[Deleted Record Details](#)" button.

10.4 Purge

Purge Audit Trail Log Records

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

To purge audit trail log

1. On the [menu bar](#) click "File" and "Security and Administration".
2. At the Administration screen click "Purge Audit Trail Records".
3. At the Purge Tax Data Audit Trail Record screen all records prior to the selected date are deleted. Modify this date as necessary.
4. Click "Begin" to start deleting records. A warning screen reminds that all deletions are permanent. Click "Start Deleting" to continue or "Cancel" to abort.

10.5 Record History

Record History

The Record History screen displays audit trail information for the selected tax form and is available to all [Access Groups](#). A limited version of the [Master Audit Trail Browser](#), this screen tracks all manual changes made directly to a record. [Cascading updates](#) are not reflected. *NOTE: If Record History does not reflect a known change to a tax form, [Audit Trails](#) are, or were, disabled.*

To learn more See [Viewing Record History and Enabling & Disabling Audit Trails](#).

10.6 Turn Audit Trails On/Off

Turn Audit Trails On/Off

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the [Record History](#) screen is automatically disabled.

To turn audit trails On/Off

1. On the [menu bar](#) click "File" and "Security and Administration".
2. The Administration screen indicates if Audit Trails are on or off.
 - Click "Activate Audit Trails" to turn on functionality.
 - Click "Turn OFF Audit Trails" to turn off functionality.

To view record history

At the ["Work with My Tax Forms"](#) screen highlight a record and click "Change".

- Records with a pending print status display the Changing a Record screen. Click the "Audit Trail" button located in the upper right corner of the screen.
- Records with any other print status display the Protected Form Update screen. Click the "Field Update History" button.

10.7 Audit Trail Report Filters

Audit Trail Report Filters

1. In this section you may print or view a report showing an audit trail using that are narrowed down by filters.
2. To begin this process click on the "File" button on the menu bar.
3. Then Click on the "Security and Administration" button, this will bring you to the "Global Administrative Options" window.
4. From here, click on the "Audit Trails and Logging" button, here you will be taken to the "Tax Form Audit Trail and Action Logging Options" window.
5. From here click on the "View/Print Audit Changes Report" button, you will be given the "Specify Audit Trail Report Filters" screen. From here you can choose what options to use to filter down what information will go into the Audit Trail report.
 - o **Limit Report to changes for one Form Type**
 - o **All Forms:** Choosing this option will list all available form types on your report.

- o **One Form Type (select from list):** This option will let you choose which forms will be used in the report from a list. You will be asked to TAG each form type you would like listed.
- o **Limit Report to changes for one PCode**
- o **All Filers:** Choosing this option will show all available PCodes on the report
- o **One Filer (Select from list):** Choosing this option will allow you select which PCodes will be included on your report.
- o **Limit Report to changes from one User ID**
- o **All Users:** Choosing this option will show all available UserID's on your report.
- o **One User - enter User ID:** Choosing this option will allow you to choose which UserID will be used to filter down your report. (P3)

(P3)

- o **Limit report to a Date Range**
- o **None - all dates will be shown:**
- o **Today:** Choosing this option will show all changes made today.
- o **Last 7 days:** Choosing this option will show all changes made within the last 7 days.
- o **Last 14 days:** Choosing this option will show all changes made within the last 14 days.
- o **Last 30 days:** Choosing this option will show all changes made within the last 30 days.
- o **Specify Other Range:** Choosing this option will allow you to choose the date range that will be used to display your Audit Trail Report. (P4)

(P4)

- o **Deleted Record Options**

- o **All activity:** choosing this option will show you all deleted option.
 - o **Skip deleted:** If you choose this option deleted records will not be displayed on your report.
 - o **Only deleted:** Choosing this option will display only deleted records on your report.
6. Once you are done choosing the options you prefer, click on the "OK" button.
7. Now you will be given the option PREVIEW your report before it is printed. Click "Yes" if you would like to view the report before it actually prints out. Click "NO" to have the report begin printing or click "Cancel" to change your options before you begin printing your report.

11 Browse form records

"Work with My Tax Forms"

The "Work with My Tax Forms" screen is accessible via the task panel, Forms & Printing section and Work With My Tax Forms Tax Forms icon. Use the Current Form drop down menu to select the appropriate form type.

11.1 Browse IRS Tax Forms

Browse IRS Tax Forms

The following instructions are [PDF](#) files contained within your local 1099 Pro installation.

1099 Instructions via the internet

[General 1099 Instructions](#)

[1096 Transmittal](#)

[1098 Mortgage Interest Statement](#)

[1098-E Student Loan Interest Payments](#)

[1098-T Tuition Payments Statement](#)

[1099-A Acquisition or Abandonment of Secured Property](#)

[1099-B Proceeds From Broker & Barter Exchange Transactions](#)

[1099-C Cancellation of Debt](#)

[1099-CAP Changes in Corporate Control & Capital Structure](#)

[1099-DIV Dividends & Distribution](#)

[1099-G Certain Government & Qualified State Tuition Program Payments](#)

[1099-H Health Insurance Advance Payments](#) - (No Longer Mandatory)

[1099-INT Interest Income](#)

[1099-LTC Long Term Care & Accelerated Death Benefits](#)

[1099-MISC Miscellaneous Income](#)

[1099-OID Original Issue Discount](#)

[1099-PATR Taxable Distributions Received from Cooperatives](#)

[1099-Q Qualified Tuition Program Payments \(Under Section 529\)](#)

[1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IR's, Insurance Contracts, etc.](#)

[1099-S Proceeds from Real Estate Transactions](#)

[1099-SA Distributions From an SA or Medicare+Choice SA](#) - (Formerly 1099-MSA)

[5498 IRA Contribution Information](#)

[5498-ESA Cover dell ESA Contribution Information](#)
[5498-SA or Medicare+Chose SA Information](#) - (Formerly 5498-MSA)
[W-2G Certain Gambling Winnings](#)

Other Instructions

[W-9 Request for Taxpayer Identification Number and Certification](#)
[Puerto Rico Form Instructions](#)

IRS Telephone Assistance: Information Reporting Customer Service Site

If you have questions about reporting on Forms 1096, 1098, 1099, 5498, W-2, W-2G, and W-3, you may call a toll-free number, 1-866-455-7438.

You may still use the original telephone number, 304-263-8700 (not toll free).

For TTY/TDD equipment, call 304-267-3367 (not toll free).

The call site can also be reached by E-Mail at mccirp@irs.gov.

The hours of operation for the call site are Monday through Friday from 8:30a.m. to 4:30 p.m., Eastern time.

Other tax-related matters

For other tax information related to business returns or accounts, call 1-800-829-4933.

Note: Users with an active internet connection can access many other files directly from the IRS/SSA websites. For details see [Print Blank Forms & Instructions](#).

12 Browse Records

Browse Records

The Browse Forms screen allows you to view all forms of a particular form type which can be sorted in the order you designate. From this screen you can Add, Change, Delete, Print, Total as well as perform Group Actions with your forms.

- **Current Sort/View Order** - Current Sort Order or Views available to 1099 Pro customers allow for sorting by certain criteria. They are Last Name or Company, by TIN or you have the ability to create custom views by selecting from available views in one window and displaying these views in the Enter, Update & View screen. See [Current Sort/View Order](#) for further details. There are two ways to search for a form, one from the keyboard depending on your sort order and one by using your mouse.
- **Current Query/Filter** - By default all forms for the form type selected are displayed. You can choose to display a subset of the current form type by clicking on "Current Query" drop down and use an alternate pre-canned query e.g. Filed Corrections Only or create your own custom query e.g. Tax State = CA, Corrected forms only, ... Note that the "Status" of a form can be used to create powerful queries to limit the records displayed. For example if you had Printed a batch of forms and then you imported a 2nd batch you might want to limit the forms displayed to those with a Status of "Pending" (which would exclude all form with a Statuses of "Printed", "Filed", ...).

Add a Record

1099 Pro adding of records is limited to the current transaction limit of the version of 1099 software you're using. These transactions can range anywhere from 5(K) transaction up to an unlimited amount of transactions.

See [Adding a Record](#) and [Registration & Upgrades](#) for more information.

Change a Record

Only records with a [pending](#) status are available for modification.

Note: Cascading updates are changes made to a filer & recipient's information globally throughout all tax forms. See [Cascading Changes](#) for more information

See [Changing Records](#)

Delete a Record

Records may only be deleted if they are in Pending status. You can either delete them individually or by using the Group Actions method to delete an entire group of forms.

See [Deleting Records](#) and [Group Actions](#) for more information

Print/View Report

This report is based on the currently selected query (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

See [Print View Reports](#)

Group Actions Button

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken. For Example: Deleting a group of pending forms allows you to manually select or "tag" any number of pending forms for removal. All associated notes for the forms will also be deleted.

See [Group Actions](#) for more information

Browse by Form Button

All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form. When you use Browse by Form, your current view and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/Company order, and have a Query to only show forms that have Notes, you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode.

See [Browsing by Form](#) for further instructions.

Quick Print Form Button

To quickly print any tax form from the Work With My Tax Forms screen, highlight the form and click on "Quick Print".

See [Quick Print](#) for further instructions

12.1 Entry Forms

Entry Forms

Browsing & Working with Entry Forms

[About Updates & Corrections](#)

[View List of Changes to a Form](#)

[Group Actions](#)

[About Protected Forms](#)

[Using Lookups](#)

[Saving & Canceling Changes](#)

[Tips for Filing Forms](#)

How to use Update and Corrections Entry Forms

An entry form is where you view and update information for a form recipient. Concerning recipients or "payees" The recipient is defined as the person receiving the information return. You can enter an unlimited number of recipients for a given filer. Per IRS instructions, the account number on the corrected form must remain exactly as it was on the original form. Make any necessary changes, additions or deletions to the form then save the form by clicking the "Save" button which will then take you back to the Enter, Update & View screen. Keep in mind that any changed values or amounts turn [blue](#) to assist you in distinguishing between original information and corrections.

Saving and Canceling

While viewing the 1099 Tax Form screen you may save your changes immediately by clicking the "Save" button or if you are unsure and wish to abandon those changes you may back out by clicking the "Cancel" button.

[Changes to a Form](#)

[Group Actions](#)

[About Protected Forms](#)

[Using Lookups](#)

[Saving & Canceling](#)

Some Tips for filling in a form and navigating through boxes.

While viewing a form, 1099 Pro allows you to TAB through fields in the tax form. For Example: If you begin by entering information into Box #1 then press the TAB key on your keyboard, you will then move to Box # 2 ...etc. When you tab to an empty check box you can press the space bar to insert or remove a check from the box. If you wish to move in the opposite direction, hold down the SHIFT and continuously press the TAB key to move through the fields in reverse order.

What is a 'Protected' form?

A protected form is a form that contains any status other than a status of [pending](#). A form with a status of Printed, Filed, SB Print+ Mail, SB Filing, SB Print + Filed, Filed 1096 ...etc, is considered locked or protected to prevent any mismatch of data from the original data that has been either filed to the IRS on paper, electronically or possibly uploaded to the Service Bureau. It is also possible that these forms were imported in a status other than pending in which case they would also be considered protected until they are either Reset (VOIDED) or un-protected. Forms with a [Status of Pending](#) may be changed or deleted.

Use lookups to fill in information

1099 Pro allows you to select existing recipients from your Recipients Master List to add to or update a form. All recipient records are stored in a master database that is accessible on any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or right-click your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection.

Adding a group of forms

Group Actions let you tag/select any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP. The Group Actions button can be found on the main Enter, Update & View screen at the bottom of the screen.

1. Click the "Group Actions" button
2. Select the Add tab, then click the "proceed with this action" button.
3. On the next screen, begin by selecting (tagging) all of the recipients you want to add to blank forms.
4. Next Select the "Sort" order in how these form will be placed.
5. Finish by filling out all information for each form and clicking "save".

Viewing the list of prior changes to a form

1099 lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is an audit trails button. Click the "**audit trails button**". This screen tracks all manual changes made directly to a record.

TIN Validation

This feature checks your recipients information against the lists below

(Note: Please note that it is required that you have an account at TINCheck.com prior to using this feature.)

- o **TIN Validation:** This verification process, for both EIN and SSN numbers, ensures that payers file accurate payee TIN/Name combinations reducing or eliminating yearly IRS TIN/Name discrepancy penalties (B-Notices, CP2100(A)s, 972CGs).
- o **(DMF) Death Master File:** The DMF is a continually updated list of all known deceased individuals. It is used by the financial industry as well as government agencies to prevent identity fraud.
- o **(SDN/OFAC) Specially Designated Nationals (SDN/PLC) Office of Foreign Assets Control (OFAC):** Unlike IRS penalties for TIN/Name discrepancy, payers neglecting to verify the Office of Foreign Assets Control (OFAC) lists open themselves up to civil as well as criminal penalties.

12.2 Add a Record

Add a Record

*Please visit <https://www.1099pro.com/videos.asp> and select the "How to Add a Form" video for a brief tutorial on the process for adding a form.

1. On the [task panel](#) undering the Preparing My Forms section, select "Work With My Tax Forms". Use the Current Form drop down menu to select the form type to process.
2. At the "Work with My Tax Forms" screen click "Add" to access the Adding a Form Record screen.

3. After completing all fields click "Save". The record is saved and a blank screen is presented for your next record. Click "Cancel" to exit the Adding a Form Record screen.

12.3 Void Records

Void Records

Records are voided, instead of deleted, to retain data for possible future reference. Only records with a [printed](#) status can be voided.

To void a record

1. At the ["Work with My Tax Forms"](#) screen highlight a record and click "Change" to access the Protected Form Update Options screen.
2. Click the "Void the Form" button.
3. 1099 Pro prompts, "Are you sure you want to do this?" Click "Yes" to void the record.

Un-Void a Record

A voided record may be un-voided (or reset) to a [pending](#) status.

To un-void a record

1. At the ["Work with My Tax Forms"](#) screen highlight a record and click "Change" to access the Protected Form Update Options screen.
2. Click the "Un-Void the Form" button.
3. 1099 Pro prompts, "Are you sure you want to do this?" Click "Yes" to un-void the record. The record automatically reverts to pending status.

12.4 Browse Notes/Attachments

Browse Notes

All tax forms, recipient forms and filer forms now have an icon/button to the left of the SAVE button that lets you create and update notes for that item.

When you are on a data entry form, the Notes button will change colors to help you know if there are existing notes or not.

- If the button background is BLUE, no notes have been entered for the item yet, or any existing notes have been deleted.
- If the button background is RED, there are currently notes for the item.

Each note can contain up to 512 characters, and you can have as many notes as you want for each item. Every time a note is created or updated, the note will show the date and time of the action and either the User ID of the person who made the change (if you have Security turned on) or the network name/ID of the machine where the change was made.

Depending on the type of note, you may be able to view and update them from multiple places within the

program.

Global Notes

These are visible everywhere within the program, and can be viewed and updated from every Notes browse. You can also enter Global Notes directly from the main File menu, using the 'Global Notes' option.

Filer Notes

Filer notes are associated with a specific Filer, and are only available on the update form for that Filer. When entering notes for a Recipient, you can also view/update all Global notes.

Recipient Notes

Recipient notes are associated with the individual recipient, and can be viewed and/or updated from both the recipient update form and from every tax form associated with that recipient. When entering notes for a Recipient, you can also view/update all Global notes.

Tax Form Notes

This type of note is attached to one specific tax form for one recipient. When entering notes for a tax form, you can also view/update the notes for the recipient of the form, as well as view/update all Global notes.

Attachments

(Corporate Suite/ASP Version Only)

You may attach documents to Filer/Form/Recipient Notes. You will be able to View/Download these documents from the program.

12.4.1 Update Notes

Update Notes

This screen will allow you to add or modify note.

Please see [Browse Notes/Attachments](#) for all available note types.

12.5 Browsing by Form

Browsing by Form

All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form.

To use this feature:

1. Click on 'Forms & Printing' on the navigation bar on the left, then click on 'Enter & Edit Tax Forms'.
You could also just choose Create, Edit and View from the Forms menu.
2. Select the type of tax form to browse.

3. Select the individual form you want to start browsing at.
4. Click on the 'Browse by Form' button.
5. Use your PageUp and PageDown keys to move forwards and backwards through the list of forms. If a form has been printed or filed you will only be able to view it. If the form has a status of Pending you will be able to update it and save your changes.
6. If you want to keep browsing after making changes to a Pending form, just press PageUp or PageDown to continue. You will be asked if you want to save your changes (answer YES), then your changes will be saved and the next form will be displayed.
7. To stop browsing by form and return to the list, just press Cancel or Save on any form.

NOTE: When you use Browse by Form, your current View and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/ Company order, and have a Query to only show forms that have Notes, you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode.

12.5.1 State Status

State Status Legend

The features contained within this section are available exclusively to users of the Corporate Suite edition of our software.

Note if the state is known then the status below will be preceded by the state abbreviation. For example, CA Orig/Pending

Orig/Pending	Record is to be filed as State Original
Orig/Filed	Record was filed with State as Original
Orig/Filed CFS	Record was filed CFS as Original
Orig/Filed ST corr/ Filed	Record is filed with State as Original and all State Correction(s) that exist for the record filed with the State(s)
Orig/Superceded	Record was IRS filed but not filed with the state. Then a correction was created which will be an Original to the state.
Orig/Pending but Superceded	Record was IRS filed but not filed with the state. Then a correction was filed with the IRS. And then a correction of a correction was created which will be an Original to the state.
Orig/Filed but Superceded	Record was IRS filed but not filed with the state. Then a correction was filed with the IRS & with the state. And then a correction of a correction was created which will be an Correction to the state.
Orig/n/a	Original State records for one of the non taxing states
Corr Active	Record was filed with State and at least one state correction for the records is pending
Corr/Pending	Record is to be filed as State Correction
Corr/Filed	Record is filed with State as Correction
Corr/Superceded	Record is created as state Correction but superceded by creating of new correction
Corr/Pending but Superceded	Record was IRS & state filed. Then a correction was filed with the IRS. And then a correction of a correction was created which will be an Correction to the state.
Corr/Filed but Superceded	Record was IRS & state filed. Then a correction was filed with the IRS and with the state. And then a correction of a correction was created which will be an Correction to the state.

Corr/n/a	Correction State records for one of the non taxing stated
n/a/n/a	No state information on the record

12.6 Capitalization

Capitalization

1099 Pro capitalizes the first letter of names, addresses and non-ID boxes (Form W-2G only) during manual data entry. This is a default [Preference](#) setting that may be cancelled.

Please note:

- Account number and free form text fields have no special formatting.
- State abbreviations are forced uppercase.

12.7 Cascading Changes

Cascading Changes

Frequently Asked Questions:

What are Cascading changes?

When you make manual changes to the filers & recipient master list in 1099 Pro, those changes are then cascaded or (updated) throughout all tax forms with a [status](#) of [Pending](#) . Cascading updates help ensure that the entire filer and recipient information, regardless of the tax form, synchronizes quickly and uniformly.

When does the cascading of those changes take place?

As you make changes to a filer or recipient, click "**Save**" to save your changes. You are then prompted with the option to "Update all Pending forms with these changes as well?" Place a check mark in the box if you want all changes to then synchronize throughout all pending tax forms. To make changes on the current tax form only, remove the check mark and proceed to save your changes. If existing tax forms contain information that need updating and have statuses other than Pending, (i.e., Printed, Filed, Uploaded....etc.) You must manually reset that form's status back to [Pending](#) and then go back and allow the software to include those tax forms in the cascading process.

I made changes earlier to a tax form and now I am being prompted with a window "Recipient Record may need updating" or "Possible Recipient Information Mis-Match." What do I do now?

1099 Pro will prompt you to update or synchronize changes if it sees that the existing information doesn't match with what is in the master recipient database. It will continue to do this for all consecutive tax forms that require updating. Click "**Yes**" to apply the changes or "**No**" Do not make any changes. The same applies to changes made to filer and contact information, as well as manual changes made to the Recipient Master list directly.

12.8 Change a Record

Change a Record

Only records with a [pending](#) status are available for modification:

1. At the ["Work with My Tax Forms"](#) screen highlight a record and click "Change" or (double-click) to access

- the Changing a Form screen.
2. Make necessary changes and click "Save".

12.9 Delete a Record

Delete a Record

1. At the ["Work with My Tax Forms"](#) screen highlight the record and click "Delete".
2. 1099 Pro prompts to confirm the deletion. Click "Yes" to delete the record or "No" to cancel.

This report is based on the currently selected [query](#) (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

12.10 Department

Department

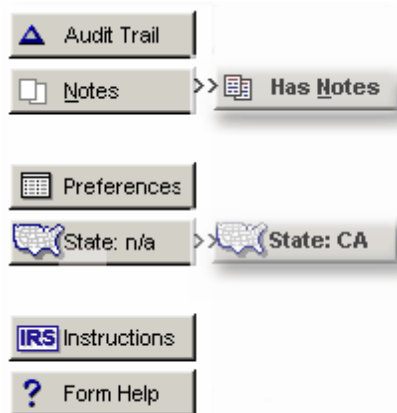
The "Select Department" feature allows you to quickly change the department phone number associated with the current filer contact. When you click on the down arrow in the tax form, the list of contacts is displayed. Choose the contact by highlighting it and then click on "Select". You are taken back to the tax form and your current contact phone number and department ID are listed. The name of the department does not print out.

Contacts can be added by clicking on "File" from the main menu and then selecting Filers list, Change Filer, Add as described in [Filer Record Details](#).

12.11 Options for Tax Form Data Entry

Options for Tax Form Data Entry

1099 Pro contains a list of data entry options which can now be accessed in the Tax Form screen. Inactive buttons in this list indicate the tax form is non-edit able and therefore not available for use. The image below displays how the button title changes after information has been entered.



- **Audit Trails** - This screen displays record history information for the selected tax form
- **Notes** - Allows you to View, Add, Update and Delete Notes for this tax form. After entering in Notes the button changes to "Has Notes" with **BOLD** text to indicate that notes now exist for this form. For more help on Notes, [See Browse Notes](#).
- **Preferences** - Takes you to the "Data Entry Preferences for Form" screen where you can change the position of the First Name and Last Name/Company orientation in how it is displayed on the tax form.
- **Tax State** - Tax State is used for State filing only. It is normally the same as the state withholding (if any) or address state unless there is an explicit need to override it.
- **Withholding State:** When a tax form or electronic file is generated from our software the "Withholding State" is determined to be the state with dollar amounts withheld (For Example: 1099-R Box 10 "State Tax Withheld").
- **Tax State with no amounts withheld:** If there is no amounts withheld and you still want to designate a "Tax State" since the work or event took place in a specific state, then use the Tax State override button to do this. Click the "State" button to set a "Tax State".
- **Residence State:** If there is no "Tax State" then the state is the "State of Residence"
- **IRS Instructions** - You can open the 2014 General Instructions and more specifically the "Current Tax Form" instructions.
- **Form Help** - Provides help for the current tax form.

12.12 Print/View Reports

Print/View Reports

How to Print/View Reports

1. At the ["Work with My Tax Forms"](#) screen click the "Print/View Report" button.
2. 1099 Pro prompts to use the current query. The current query is displayed in the upper right of the "Work with My Tax Forms" screen. Click "Yes" to use the current query, "No" for query options or "Cancel" to exit. Query Options include:
 - Select a previously saved query
 - Create a New Query
 - Do Not Apply a Query (generates standard Control Totals report)
 - Cancel Without Continuing

12.13 Search

Search

Use the Search field to quickly locate a [recipient](#) or [filer](#).

To search (AKA incremental index)

1. Set the [Current View](#) to the correct sort order criteria (i.e. By TIN)
2. At the Browse the Recipients, Browse the Filers or Browse Forms screen of the software, place your cursor in the Search field.
3. Enter the first few characters of your search criteria and hit the TAB key.
 - The browse screen highlights the record matching your entry. If multiple records match your entry the screen highlights the first match. Use the ARROW keys to scroll through the matches.
 - The Search results are governed according to the column sort order. (i.e. If searching by Last Name/ Company, and you search the last name of Charlie Tuna in ascending order by typing in the letters "T" then "U"... in the search field then hit the TAB key, the search results listed are displayed with Charlie Tuna's last name.) If searching by Recipient TIN and you're sort order is set in ascending order then your search results are going to be listed in numeric order from beginning to end for this column only. This same method and result applies to all respective columns.

Note: For a quick form lookup without using you mouse, type the 1st numbers of the TIN (when your sort order is by TIN) and you will drop down to that particular record, if your sort order is by another field (Last Name or Account ...) then type the first few characters you of the field to drop down to that record. To use the "Search ..." box you must click in the box, type your characters and hit the Tab key.

12.14 Select a Form

Select a Form

Use the Select a Form Type screen to select the form type you want to process.

To search for forms

1. Place your cursor in the search field.
2. Enter the first few letters of the form type, for example "1099-M", and click TAB. The first record matching your entry is highlighted.

12.15 Select Form Type

Select Form Type

If a record was originally issued on the incorrect form type, select the correct form type. You will be presented with a new form that displays the original recipient TIN and address but no individual box amounts or values.



12.16 Tagging Records

Tagging Records

1099 Pro allows you to manually tag (select) records for inclusion in a print session.

To tag records

1. On the task panel select Forms & Printing and then the Print Tax Forms icon. Use the Selected Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "Manually select forms..." option.
3. Click the "Begin Print Process" button.
4. At the Selecting Form Records screen click the "Tag" button to select records. A red checkmark appears beside each tagged record. (See Tag Key Shortcuts below.)
 - To sort records prior to tagging, use the View or Query drop menus.
5. After tagging all records, click "Proceed to Next Step" to initiate the Print Wizard.

Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual records.
- Tag All: Use this button (or ALT + A) to tag all records.
- Untag: Use this button (or ALT + U) to untag an individual record.
- Untag All: Use this button to untag all records.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual record.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all records. For example, if you have 3 records and only one record is tagged, the Flip All button will tag the two previously untagged records and untag the original record.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged records.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged records.

12.17 Zip Code Lookup

Zip Code Lookup

1099 Pro allows you to quickly find or verify zip codes, cities, and states within the USA

The Zip Code Lookup feature:

- Includes every 5 digit ZIP code in the USA.
- Includes FPO (Fleet Post Office) and APO (Army Post Office) ZIP codes.
- Allows you to search by city, state, or ZIP code.

- Contains current ZIP code data.

Zip Codes can be looked up from either the City field (shows all matching cities) or the zip field (more precise, shows matching zips.) If you type a partial city or zip and then invoke the pop up, the list will start at the closest approximation. This database includes all zip codes and cities accepted by the United States Postal Service. The USPS currently recognizes all United States ZIP codes by either their preferred or alternate city names.

USPS Codes:

P = Preferred City Name (Example: Philadelphia, 19101)

A = Alternate (Example: Phila, 19101)

Tip

You can right click on the City or Zip Code fields to pull up the list of cities in the U.S. You may also type in the name of the City or Zip code in the search field. As you type, the software will narrow down the closest match based on your entry. A third tab, By State, allows you to type in the abbreviation of the state to match the zip code your are searching for.

Zipcode	City	State	USPS
91302	Calabasas	CA	P
91302	Hidden Hills	CA	A
91302	Monte Nido	CA	A
91302	Woodland Hills	CA	A
91303	Canoga Park	CA	P
91303	Woodland Hills	CA	A
91304	Box Canyon	CA	A
91304	Canoga Park	CA	P
91304	West Hills	CA	A
91305	Canoga Park	CA	P
91306	Canoga Park	CA	A
91306	Winnetka	CA	P
91307	Bell Canyon	CA	A
91307	Canoga Park	CA	A
91307	West Hills	CA	P

12.18 IRS Codes

IRS Codes

Please review the IRS Instructions for the form to find a current listing of codes.

These instructions may be found in our software by going to "Forms" and selecting "IRS Instructions & Blank Forms".

13 Current Sort/View

Current Sort/View

Record Sorting:

1099 Pro offers built-in views that are tied directly to the [Search](#) field. To search for records by TIN the view must be set to "By TIN". Likewise, to search for records by name the view must be set to "By Last Name/Company" or "By Filer Name" as appropriate. Failure to properly set the view will result in a failed search attempt.

Views are available at select browse screens.

13.1 Custom Sort Order

Custom Sort Order

To define a custom sort order

- In the Enter, Update & View screen, click the "Current Sort/View" drop down menu, then click "Custom View". (The software displays the "Define View Format")
- Click the view field under the entitled "sort view by" category.
- Make your selection to arrange the fields in ascending or descending order
- To ignore the distinction between Upper case and lower case characters put a check in the box below.
- After Defining your Sort Order, click "OK" to save your entries for the currently defined view.
- To cancel Defining a Custom View, click "Cancel."
- To clear all fields and reset them back to none, click "Clear All".

13.2 Current Sort/View

Custom View

Custom sorting of records & custom column display

Sophisticated users can select Custom View from the Current View drop menu and design their own views.

To define a custom view

1. At the "Enter, Update and View" Screen", where you can browse your form, click the drop down arrow in the field located in the upper right labeled "Current Sort/View."
2. Select Custom View from the list. (The software displays the Define View Format Layout Screen.)
3. This screen allows you to select the available fields from the left column and organize them in the "show these fields in this order" column on the right.
4. You may move the position of these items in the order in which they will appear by highlighting them on by one and clicking the up or down arrow to adjust it's position accordingly.
5. To save these changes click, "Apply" or Click "Next" to define a sort order for the custom view. The software displays the "Select a sort order for the view" screen. At this point you may:
 - Use the default sort order (Which tells 1099 Pro to accept the current sort order)

- Select a predefined sort order (fastest) which tells the software to use the built in predefined list (Example: Filer ID, Last Name/Company, First Names or by Filer ID, Recipient TIN, then Last Name/Company.)
- Define your own custom sort order (slowest) Allows you to indicate what custom sort order the software should follow based on your custom field selections.

14 Error & Validation Checking

Error & Validation Checking

1099 Pro performs various validation checks on your data. This helps users find and fix potential tax form errors ([see Disclaimer](#)) prior to submission to recipients or the IRS. Users can print out forms with errors & warnings only by running an extended report as described below. Error and validation checks occur when data is manually entered or imported. It also occurs when printing a form or when generating a 1096 transmittal, electronically file or service bureau file. If a problem is found, 1099 Pro flags the record with a warnings, error or reject error. Users are encouraged, but not required, to fix warnings and errors prior to submitting their records to recipients or the IRS. An option to manually check for errors and warning is available under the Utilities menu titled "Check Update Error Status for all forms" which you can invoke at any time. See [Filing Problems](#)

Warnings & Errors Defined

"**Warnings**" are Intended to flag a possible inconsistency or omission in the data that may result in the record being rejected by the IRS/SSA.

"**Errors**" are serious flaws in the data that would most likely result in the record being rejected by the IRS/SSA.

"**Reject Errors**" occur when the user has not entered correct data, resulting in an automatic rejection.

Note: Whether entering records manually or importing them 1099 Pro software will inform you if your records have any errors or warnings associated with them, or if they were rejected.

Finding Problem Records

1099 Pro makes it easy to find problem forms. Users may run a [Form Counts Report](#) to quickly determine which filer and form types have errors or warnings. To view all errors and warnings in detail, run a [Control Totals Report](#) (Extended Version). Users may also generate an error query at the "Work with My Tax Forms" screen.

Error Queries

To create a query that limits the "Work with My Tax Forms" screen to just forms with errors and/or warnings, do the following:

1. At the ["Work with My Tax Forms"](#) screen, drop down the 'Current Query' list and select 'Custom Query...'
2. Select 'Error Status' on the list of fields to evaluate (press 'E' to go right to it).
3. Click on "NEXT", then select 'Is Greater Than' as the operation.
4. Click on "NEXT". A zero is already entered as the value entry, which is correct

5. Click on "NEXT", then "FINISH". Answer YES to the save query question, and enter a custom name.

When you return to the "Browse Forms Records" screen, only forms with errors and warnings will be displayed. If you update a problem form and fix it, it will disappear from this list. Continue until all forms are fixed, then choose 'All Records' as the current query to view all of your records again.

For reports, there are already the built-in options for displaying errors and warning messages and/or filtering the report to only list forms with problems.

Disclaimer

1099 Pro software identifies many, but not all, of the most common format errors in information compliance submissions. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this software. Even if no errors are identified by this software, your submission could be returned or you could be penalized because of other errors.

Feedback

If you come across a situation that you feel should generate an Error or Warning in the software please feel free to discuss the situation including the form type, data set and IRS regulations by E-Mailing Compliance at compliance@1099 Pro.com.

14.1 Filing Problems

Filing Problems

Users may scan their records for errors and warnings prior to generating a electronic file or Service Bureau upload file. If errors or warnings are found in electronic files, users may choose whether or not to process those records. For uploads, all records are processed no matter what; the scan is just a last chance informational check.

Processing Records with Errors/Warnings

Errors and Warnings typically indicate missing or incorrect information. Missing SSN's, TIN's, EIN's, and State Fields will typically be a warning. An incorrect Zip Code for example would generate an error. Typically the IRS will accept uploads with errors and warnings but a high percentage of missing TIN's or other errors or warnings can cause the IRS to reject your file and/or result in [penalties](#).

Users are encouraged to make every effort to fix missing or invalid data but if they are unable to do so, file the records anyway. A good way to identify errors and warnings is to click on "Reports" from the main menu, select Extended Reports and then limit the report to printing out only Errors & Warnings. Try to fix Errors & Warnings before filing with the IRS. Consider filing Form 8809 for a 30 day filing extension in order to submit more accurate data.

See [Finding & Fixing Records with Problems](#)

14.2 Penalties

Penalties

The following penalties generally apply to the person required to file information returns. The penalties apply to paper filers as well as electronic filers.

Failure to File Correct Information Returns by the Due Date (Section 6721)

If you fail to file a correct information return by the due date and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies if you fail to file timely, you fail to include all information required to be shown on a return, or you include incorrect information on a return. The penalty also applies if you file on paper when you were required to file electronically, you report an incorrect TIN or fail to report a TIN, or you fail to file paper forms that are machine readable.

The amount of the penalty is based on when you file the correct information return. Please see the [IRS Help for Taxpayers](#) site for information advice on late filing, and information of penalties.

15 Exports

Export Overview

1099 Pro features powerful yet intuitive Export Wizards to allow exporting of tax form data in a Mapped ASCII (Fixed/Delimited/Excel) format, IRS (Pub 1220 Format) (**Note:** 1099 Pro Enterprise/Corporate Suite only), and Moore 1099 Print Export.

15.1 Export Maps

Export Maps

The 1099 Pro Export Wizard simplifies the process of creating Export Maps. The first step in creating an Export Map is to specify how the records to export will be selected and where the files should be placed. Export files can be created in a variety of formats, including delimited and fixed length. All formats are created as standard ASCII files.

Follow the steps below to create and/or define an export map.

1. From the main screen in 1099 Pro you can click on the "Export Forms for Print/Mail" link in the navigation bar to the left, or as an alternative, click on "Utilities" tab on the main menu, then click "Export Tax Forms to ASCII file(s)".
2. Read the introductory information and then click the "Next" button to continue.
3. Click on the "Add or Update Export Maps".
4. Next, Click Add to add a new export map to the list or highlight an existing entry in the "Export Map List" then click "Change". To delete an export map, highlight it and then click the "Delete" button.
 - There are three columns which define an export map: Map Type, File Format and Details. The description column gives details about the currently selected export map and the Notes windows to the right give additional details.
5. When clicking Add or Change you are prompted to go through the wizard for creating and/or modifying export maps, click "Next".
6. Select your Export Data Type either a Tax Form, Recipients or Filers. Next select a File Format,

either Delimited, Fixed or XML. Next set your Field Delimiter and End of Record Options. When finished, Click "Next".

7. The following options are available for you to set: When complete, click "Next". Click on a checkbox or "radio button" to turn the option on or off.

Category	Options Available	Additional Information and Details
Characters	1. Convert to all UPPER case	Character values include Names, Address Fields, Descriptions...etc
Amounts	1. Include Commas 2. Include Dollar Signs	None
Check Boxes	1. Blank for unchecked - "X" for checked 2. Use Y/N 3. Use T/F 4. Use 0/1	Check boxes are logical values.(Yes/No, True/False, On/Off)
Dates	1. mm/dd/yy 2. mm/dd/yyyy 3. yymmdd 4. yyyyymmdd	Dates can be from a tax form box or for example when a form was created.
Numeric	1. Round to the nearest whole number	Numeric values are numbers that are NOT dollar amounts like percentages or total shares
EIN/SSN	1. Formatted (TIN type not required) 2. Unformatted (Must include the TIN type)	EIN/SSN values are Tax ID numbers
Text (Multiline)	Convert to all UPPER case Don't convert CR/LF, export as is Convert CR/LF to a single space.	Text values are multiline box values such as a transaction description.

7. Select specific fields to include in the export process. Click on a field from the available fields on the left and drag it across to the field/header screen on the right. Alternatively you can click on the "Add Field button" to add a field to the field/header screen on the right.
8. Repeat this procedure until all of the necessary fields have been added to your layout. If the wrong field is accidentally assigned, click and highlight the incorrect field and then click the "Remove" button. Begin again by dragging the correct field from left to right until you are finished. You may also click the up and down arrows to change the order of a specific field up or down in the list. You also have the ability to customize the parameters of a mapped field. In the Field/Header list to the right, double click on the field name until you see the "Customize a mapped field" screen pop up.
9. Next, specify the name of the map description or title and the map usage notes. Click "Next" when finished.
10. Next, Select the destination folder. Default location is <%DEFAULTPATH%>\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

11. Confirm the settings on the summary screen and click "finished" then close the Browse the Export Map List Screen. You will then be taken back to the 1099 Pro Export Wizard.
12. If you created a new Custom Map Field, you can now select it from the list and proceed to create your Export file with these new settings.

15.2 Export Wizard

Export Wizard

The 1099 Pro Export Wizard simplifies the process of creating export files. You may export all Forms for All Filers or just the Filer/Form Type that you need. To view the files open Excel or Access, and then open the export file(s). If you open the files in Notepad, they will appear to be out of alignment because the files are Tab delimited. *NOTE: All export files are "Map by Name" compatible and may be imported into another Filer directly.*

To export data:

1. At the menu bar select Utilities and click on "Export Database to ASCII File(s)"
2. At the 1099 Pro Export Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
3. On the "Select the type of data and format to use" screen. Click the drop down arrow and select your tax form type.
4. Highlight the file format you want to export and click "Next". To add or update export maps click the "Add or Update Export Map" button. See [Export Maps](#) for more information.
5. Choose a method for selecting eligible tax forms. Options include:
 - Export tax forms for ALL Filers: This option automatically selects every eligible form for all filers.
 - Export tax forms for up to 25 selected filers: This option prompts you to manually select (tag) the form types to include in the export file. All filers are processed.
 - Indicate whether or not a split filers and form types into separate export files. Mark the check box to export each filer and form type as a separate export file. Leave the check box unmarked for a single, larger, file containing all filers and form types.
6. Select the destination folder. Default location is <%DEFAULTPATH%>\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.
7. Click "Finish" to begin creating your export file.

15.3 Bulk TIN Matching

IRS Bulk TIN Matching Overview

The features contained within this section are available exclusively to users of the Enterprise and Corporate Suite editions of our software. For all others contact the 1099 Pro Service Bureau for TIN Matching and Bulk Tin Matching options.

Did you know that if the Name and TIN (SSN/EIN) do not match on your 1099's that the penalty is \$100.00 for each mismatch up to a maximum of \$250,000.00 per company? Fortunately, the IRS has introduced the Interactive TIN Matching and Bulk TIN Matching Program for form types 1099-B, DIV, INT, MISC, OID and PATR only!

There are two steps to participate:

- Register for the IRS TIN Matching System. This will take at least 4-6 weeks.
- Perform a 1099 Pro Web Update to acquire the latest updates for your 2014 software.

How to register for the IRS TIN matching program:

- First, go to <http://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals> and click on the E-Services link.
- Click on "Registration Services" at the bottom of the page.
- After completing the online registration, BE SURE TO SAVE YOUR USERNAME AND PASSWORD FOR FUTURE REFERENCE! It will take about 10 business days to receive your IRS confirmation code by mail.
- Once you've received the confirmation code, return to the Registration Services page and select the "Confirm Registration" link.
- Once your registration is officially confirmed, you may complete the application for the TIN Matching Programs!

Notes on system use:

- Once you become a registered user, you can immediately verify Names and TIN's interactively. Simply type in the Name and TIN manually - up to 25 at one time!
- BE SURE NOT TO SUBMIT THE SAME DATA WITHIN A 24 HOUR PERIOD OR THE SYSTEM WILL SUSPEND YOUR ACCOUNT FOR 96 HOURS!
- We suggest submitting in January 2014.
- There are six potential responses from the IRS System.

How to respond to system results:

- Verify your data against the original W-9 form on file for the Recipient.
- Use the 1099 Pro software to send out additional W-9's, 1st B Notices, or 2nd B Notices as applicable.

- Finally send in IRS Corrections when applicable.

Protection from IRS Penalties:

- Due Diligence: Using the TIN Matching System allows you to verify the accuracy of TIN and Name information prior to submitting information to the IRS.
- IRS Code 6724 provides any penalties under Section 6721 may be waived if the Filer shows the failure to provide a correct TIN on an information return is due to Reasonable Cause and not Willful Neglect.
- Filers may prove Due Diligence and receive a waiver from proposed penalties if they prove the TIN and Name combination they submitted matched IRS records. Providing a copy of the "Print Screen" of your IRS System Responses will be considered proof of Due Diligence.

If you have questions about specific tax regulations or regulatory services, please contact IRSCompliance.org via

Phone: 877 TAX-REGS (877) 829-7342

Email: compliance@IRSCompliance.org

Note: As of this writing, the IRS does not allow other form types to participate in this program under penalty of perjury and possible imprisonment!

[Click here to see How to use Bulk TIN Matching.](#)

15.3.1 Create a file manually

Create a file manually

The following is a direct excerpt from the IRS Bulk TIN Matching system's help documentation and is current as of 06-15-2009.

In Bulk TIN Matching, you may attach a .txt file with up to 100,000 TIN/Name combinations to be matched. If you are using Microsoft Excel then the maximum is 65,000 TIN/Name combinations (Microsoft Excel limit).

What is Bulk TIN Matching?

Bulk TIN Matching is used to verify TIN and Name Matching for as many as 100,000 combinations.

Who can submit a Bulk TIN Matching request?

Any payer can submit a TIN Matching request once they are registered in e-services and have received approval to use the TIN Matching product.

What format do I use to submit my file? Do the TIN, name or type have to be in any certain order?

To submit a Bulk TIN Matching request, begin by preparing a text (.txt) file containing the following information, separated by semicolons:

TIN TYPE;TIN NUMBER;TIN NAME;ACCOUNT NUMBER (optional)

- Taxpayer Identification Number (TIN) Type is a one-digit number;
 - "1" represents an Employer Identification Number (EIN)
 - "2" represents a Social Security Number (SSN),
 - "3" represents an "unknown" TIN type
- TIN Number is the nine-digit SSN or EIN for the taxpayer
- TIN Name is the taxpayer's full name or business name
- Account Number is an optional field which may contain a payer-provided number which will help you interpret your Bulk TIN results. Use this field to identify, for example, a bank account number.

Example:

For example, the following Bulk TIN Matching data file shows a query of the database by a payer with account number 89765 for a match for TIN matches on two taxpayers:

- Matthew Mulberry, who provided an SSN of 183-24-1111
- Acme Incorporated, who provided an EIN of 562-61-1111

Data in ".txt" file:

2;183421111;Matthew Mulberry;89765

1;562611111;Acme Incorporated;89765

What is the maximum number of characters that can be used in a name?

The system will accept a maximum of 40 characters.

What if the individual's name exceeds 40 characters?

Use the first 40 characters of the individual's name in the last name-first name format.

Will the system find a match if I only have the individual's last name available?

Yes, the system can match to the last name with a TIN supplied as long as the last name is associated with the TIN.

How long will it take to process my request?

You should receive your results within 24 hours of the request.

How will I receive my results?

A copy of the bulk upload file you submitted in e-services TIN Matching will be E-Mailed to you at the address you provided. The results of each TIN Matching request will be appended to the original request.

How do I interpret the results of my Bulk TIN Request?

You will receive a file containing the bulk request data you submitted along with the results. The bulk data you provided in your Bulk TIN Request data file will be repeated. A new field will be added to describe your results:

- 0 = TIN and Name match
- 1 = TIN was missing or was entered incorrectly
- 2 = TIN entered is not currently issued
- 3 = TIN and Name do not match
- 4 = Invalid TIN matching request
- 5 = Duplicate TIN matching request

- 6 = TIN and Name combination matches IRS SSN records.
- 7 = TIN and Name combination matches IRS EIN records.
- 8 = TIN and Name combination matches IRS SSN and EIN records.

The following are sample results from a sample Bulk TIN data file:

```
1;183421111;Matthew Mulberry;89765;2
```

```
2;562611111;Acme Incorporated;89765;0
```

As you can see, the TIN provided by Matthew Mulberry is not currently issued. The TIN provided by Acme Incorporated matched the IRS records.

What is an "Invalid TIN Matching Request"?

An Invalid TIN Matching Request has a required field missing on a line in the bulk upload file. For example, the following line from a TIN Matching bulk upload file is missing the TIN Name field.

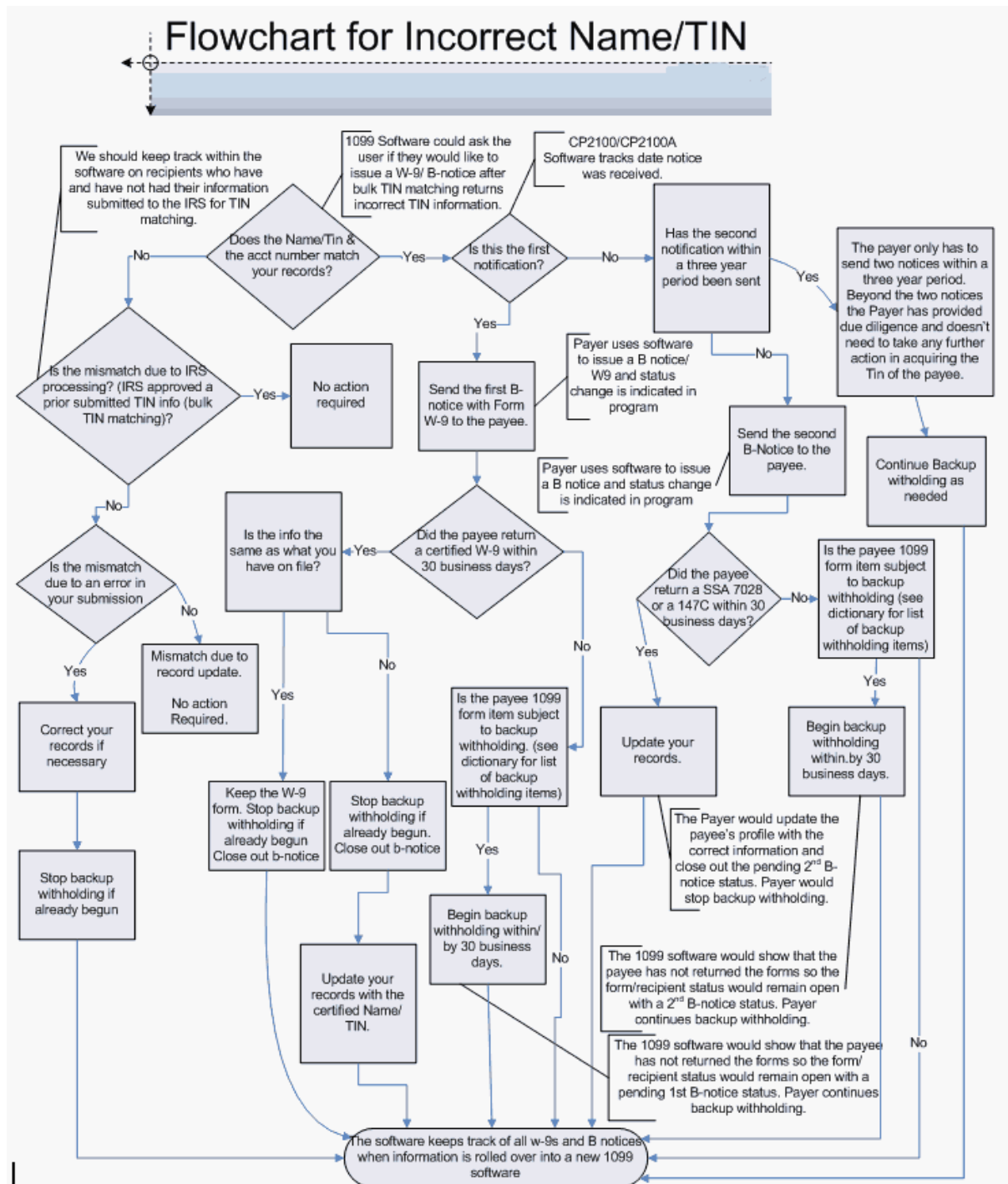
```
2;562611111;;89765
```

This line would generate a "4" in the results data file E-Mailed to you, indicating an "Invalid TIN matching request," as follows:

```
2;562611111;;89765;4
```

15.3.2 IRS Incorrect TIN Flowchart

IRS Incorrect TIN Flowchart



15.3.3 IRS Missing TIN Flowchart

IRS Missing TIN Flowchart



Using Bulk TIN Matching

Phone: 877 TAX-REGS (877) 829-7342
Email: compliance@IRSCompliance.org

There are two methods to create a file to upload into the IRS's Bulk TIN Matching system; create a file using the 1099 Pro Export Utility (Enterprise & Corporate Suite), or use the Service Bureau Upload Utility.

Use the "Export for IRS Bulk TIN Matching" wizard

1. To initiate the Export wizard for IRS Bulk TIN Matching, select Utilities at the top of the screen in 1099 Pro, then select Export for IRS Bulk TIN Matching. Click "Next".
2. Select whether to include all "Selected Form Types for All Filers" or "Selected Form Types for Selected Filers". If you select the "Selected Filers" option then on the following screen, choose the filer(s) you want to include in the export process. If not then click "Next".
3. *Note: The IRS does not allow submission of the form types displayed in RED. Only check these form types if you have verified with the IRS or appropriate counsel that it is legal to submit recipients receiving these form types.* Tag the form types you want to include in the export process and then click "Next".
4. Now specify where the export should be created, you may accept the default location of <% DEFAULTPATH%>\EXPORTS or click the "Select the destination folder" and choose another location.
5. Click "Finish" to generate the file.
6. In the 'Exports' directory you will see two files:
 - a) Your primary Bulk TIN file export with a date and time stamp in the file name indicating when you performed the export
 - b) A file with the same date and time stamped but the word (duplicates) is appended to the file name.

When submitting your file to us or to the IRS, send the primary file , not the file with the word, "duplicates". The duplicates file is for your records, as the IRS will penalize any uploads containing duplicates.

Some important things you should know for the Bulk TIN Matching Feature to function in the 1099 Pro software

1. Maximum acceptable record limit size would be 100,000 records (Excel 2003 or earlier has a 65,000 record limit if submitting to TINcheck).
2. The acceptable file naming convention is as follows: "1099 Pro_Bulk TIN_Batch_1_15-SEP-2014.txt" (no quotation marks) or similar making sure the file name ends in lower case .txt

What can I expect for the IRS after I upload my TIN match request?

The IRS return file will contain the following responses from the IRS:

Code	Response
0	Name/TIN combination matches IRS records
1	Missing TIN or TIN not 9-digit numeric
2	TIN not currently issued
3	Name/TIN combination does NOT match IRS records
4	Invalid request (i.e., contains alphas, special characters)
5	Duplicate request.
6	(matched on SSN), when the TIN type is (3), unknown, and a Matching TIN and name control is found only on the NAP DM1 database.
7	(matched on EIN), when the TIN type is (3), unknown, and a matching TIN and name control is found only on the EIN/NC database.
8	(matched on EIN and SSN), when the TIN type is (3), unknown, and matching TIN and name control is found only on both the EIN/NC and NAP DM1 databases.

Note: If you submit a record without the required fields (TIN Type, TIN, Name), the response you will

receive will be Indicator 4, Invalid Request. If you don't know the TIN Type, enter "3" and the system will check both the SSN and EIN master files. Within 24 hours, the response will be sent to a "secure object repository" and an E-Mail notification will be sent to you indicating a response is waiting. You will have 30 days to access and download the results file. Once accessed, the results are retained for 3 days before being purged. The same information you sent in the .txt file will be returned with one additional field containing the results indicator.

16 Filing via eFile

Filing via eFile

FIRE System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to the IRS. Electronic files created via the 1099 Pro [Electronic File Wizard](#) fully comply with required IRS record formats per Pub. 1220 including the Combined Federal State Filing Program format. If you have 250 or more records to file you must file electronically or you may be subject to IRS Penalties of \$50 per record.

See [IRS FIRE System](#) for more information.

Service Bureau Upload Wizard

The Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro. Customers are encouraged to schedule their print & mail and electronic uploads appointments now! Rates and availability are not guaranteed until your appointment is booked.

See [Service Bureau Upload Process](#) to begin

eFile Wizard

The 1099 Pro eFile Wizard simplifies the process of generating Electronic files. The Electronic File Wizard is available to purchasers of the 1099 Pro Enterprise Edition only. We recommend waiting to generate your electronic files until the end of the filing period. This allows you the maximum amount of time to correct any errors before filing with the IRS.

See [eFile Wizard](#) to learn how.

Account Number Generation

Why would I need to generate Account Numbers?

1099 Pro offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers. "Enter any number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..."

See [How to Generate Account Numbers](#) for more information.

Generate State Subset

The "Create State Subset Files" wizard will walk you through the file generation process. As usual you can select all filers or selected filers, all form types or selected form types and all states or selected states. All files are generated in the IRS format detailed in Publication 1220 with record types [T, A, B, C, K & F](#).

See [How to Generate State Subset Files](#) for more information.

State Identification Number

State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. Many companies do NOT have one.

See [State ID Number](#) for more information

The Main Screen of the Electronic File Viewer (with file open)

After you open the Electronic File you will see the contents of the file. The left side of the window contains a listed hierarchy of "T", "A", "B", "C", "K", and "F" records. As you highlight each field, (i.e. The "T" record field for a Transmitter, the right side of the window displays to data in relation to the current field selected on the left. While navigating up and down in a vertically with the cursor keys on the keyboard, you will notice that you must click with your mouse in order to have the right pane to display the data. The top of the screen contains an overall summary of the Transmitter Detail. There are also two different viewing options. View as Field List and View as Text.

See [Electronic File Viewer](#) for more information

File Format Illustration

The 750 Byte file structure may be either sequential or random. If a sequential file is created, the record delimiter - the combination of a CARRIAGE RETURN (CR) character and a LINE FEED (LF) character- must occur in that sequence (CR/LF) and only once following the end of each record. There must be no delimiter before the first record. Random files must have a record length of exactly 750 bytes. The CARRIAGE RETURN and LINE FEED should follow the record after position 750 in what would be positions 751 & 752. All data records must be a fixed length of 750 bytes.

See [File Format Illustration](#)

Viewing Options

Your options for viewing data in a 750 byte record length file are viewing the data in a field by field format or to view it specifically as text.

See [Viewing Options](#) for more information

16.1 Efile States Subset File Wizard

eFile States Subset File Wizard

The features contained within this section are available exclusively to users of the Enterprise and Corporate Suite editions of our software. For all others, contact the Service Bureau for CF/SF Program options.

Just click on the "Create State Subset Files" button when you go to generate your eFile. The wizard will walk you through the file generation process. As usual you can select all filers or selected filers, all form

types or selected form types and all states or selected states. All files generated will be in the 750 byte format per Publication 1220 from the IRS unless otherwise noted. Not all states use the 1220 format.

Unnecessary form types & state will be filtered out if filing with State Thresholds applied in Corporate Suite. 1099 Pro updates these thresholds continuously but it is your responsibility to verify the accuracy of the thresholds. If filing in 1099 Pro Enterprise, all forms with a dollar value will be processed.

See [Reporting Thresholds](#)

1099 Pro Corporate Suite generates files for the following states which use a format other than that laid out in publication 1220: AL, CA, CT, ID, IN, MA, MD, ME, NC, NE, NM, OR, PA, UT, VT, and WI.

While 1099 Pro makes every effort to keep these formats updated it is your responsibility to verify the state(s) receiving your files will accept both the form type, format, and the data generated prior to submission. 1099 Pro does not create individual states' reconciliation or transmittal forms at this time.

****Please see below for a special note regarding MA subset files for 1099-INT.**

NOTE: Currently 1099 Pro is unable to generate proper state subset files for the MA 1099-INT due to the fact that information that information is needed that is not discernible from the tax form. Please contact the Massachusetts DOR for assistance in filing or a qualified tax advisor if you need to submit 1099-INT records.

NOTE: The Enterprise version of the software does not apply state thresholds when filing. Enterprise will create a file for all non-zero forms and it is up to the end-user to decide which records/files to submit. The Corporate Suite software provides a "State Filing Thresholds" database which is used to filter out unwanted or unnecessary forms.

16.1.1 How do I Generate State Subset

How do I Generate State Subset Overview

The features contained within this section are available exclusively to users of the Enterprise and Corporate Suite editions of our software. For all others, contact the Service Bureau for CF/SF Program options.

Important Disclaimer - Please Read

All files generated will be in the 750 byte format per Publication 1220 from the IRS unless otherwise noted*. Not all states use this format.

*1099 Pro Corporate Suite generates files for the following states which use a format other than that laid out in publication 1220: AL, CA, CT, ID, IN, MA, MD, ME, NC, NE, NM, OR, PA, UT, VT, and WI.

While 1099 Pro makes every effort to keep these formats updated it is your responsibility to verify the state(s) receiving your files will accept both the format and the data generated prior to submission.

****Please see below for a special note regarding MA subset files for 1099-INT.**

Background

The IRS format as per Publication 1220 is the most widely accepted format for states receiving files. However, some states require different formats. Check with each state to see if they will accept the

format listed, paper filing, or ... 1099 Pro maintains various hyperlinks to states in the "Compliance" section of our website at www.1099pro.com

So how does 1099 Pro know the "tax state" for a recipient? It's easy, the "tax state" is determined by the following rules:

1. State Withholding: if there is state withholding on a form for a state then that state is the "tax state" regardless of the recipient's address or category. These forms include: 1099-B, 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-R, W-2G.
2. Override default for State tax reporting: If you use the optional "Override default for State tax reporting" button, located on the right hand pane of the form entry window, the selected state will override the recipient's state in their address.
3. Recipient Address: If there is no state withholding and a different state is not selected in the "Override default for State tax reporting" box as discussed above then the state in the recipient address will be used.

See [eFile States Subset File Wizard](#) to begin the process

TIP Number 1: Be careful of potential duplicate filings where you may have already filed your data in the Combined Federal State Filing Program. If you have specific questions concerning state filing, please contact that state.

TIP Number 2: 1099 Pro is capable of combining multiple filers with the multiple form types in one file. If you want separate files for Filers A, B and C and multiple form types then consider processing one Filer and Form type at a time.

TIP Number 2: 1099 Pro is capable of combining multiple filers with the multiple form types in one file. If you want separate files for Filers A, B and C and multiple form types then consider processing one Filer and Form type at a time.

NOTE: Currently 1099 Pro is unable to generate proper state subset files for the MA 1099-INT due to the fact that information that information is needed that is not discernible from the tax form. Please contact the Massachusetts DOR for assistance in filing or a qualified tax advisor if you need to submit 1099-INT records.

NOTE: The Enterprise version of the software does not apply state thresholds when filing. Enterprise will create a file for all non-zero forms and it is up to the end-user to decide which records/files to submit. The Corporate Suite software provides a "State Filing Thresholds" database which is used to filter out unwanted or unnecessary forms.

16.1.2 State ID Number

State ID Numbers

State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. Many companies do not have one.

To add/change/delete a State ID Code

- Click on "Manage" located at the top-right of the screen.

- Highlight the Filer you would like to edit, and click the "Change" button located at the bottom right of the screen.

To access the Select State ID database

When adding or changing a record place your cursor in:

- 1099-MISC Box 17
- 1099-R Box 11
- W-2G Box 13

Hit the <F2> key or right-click your mouse to access the Select State ID database.

16.1.3 What can I expect from the States Subset File Wizard

What can I expect from the States Subset

What will happen when I generate my State Subset Files?

Your files will be placed in the "MagFiles" directory unless you have selected a different directory. State Files will be labeled by State Abbreviation, Date & Time with a TXT extension. Example: "CA TAX 2-25-09 5-01PM.TXT"

The eFile Viewer™ mentioned earlier will launch and you will be able to load and view your files or close the eFile Viewer.

Where you generate E-Files also doubles as the Completed eFile Session List. You can identify individual state files from the Completed eFile Session List as the "Trans Type" column will have the two letter state abbreviation followed by the type of file generated e.g. "CA:Original". Detailed listings of any eFile file generated can be obtained by highlighting the eFile session in question and then by clicking on the button "View/Print Log Report". These reports can be previewed to the screen and or printed. Additionally the IRS form 4804 can be printed in the same manner if desired for any eFile session.

Note: See [IRS Publication 1220](#) for more details.

16.2 eFile Wizard

eFile Wizard

If you require that your records be sorted by TIN when generating your electronic filing then you must add & save the following line in the [System] portion of your .ini file found in the Admin folder. (Default installation location is <%DEFAULTPATH%>Admin\Pro99T14.INI). Altering settings in this location could potentially damage the software, please contact 1099 Pro if you need assistance with this process.

When completed, your new entry should look like this

```
[System]
EnableMagTinSort=1
```

A value of 1 will sort by FilerID,RCPTin which will increase processing time. A value of 0 (default) will sort by FilerID.

To Generate Files:

1. On the [task panel](#) select the Filing & Corrections section and then select "Electronic Filing".
2. At the Filing via eFile screen select the "Create a new 1220 format file for eFile" (Begin a new file generation process in Corporate Suite) button.
3. At the 1099 Pro eFile Wizard, read the first screen's instructions, click "Next" to proceed.
4. On the next screen, check for updates, and then click "Next" to proceed.
5. If your records are not associated with account numbers, then run the "Account Numbers" generator and click "Next", otherwise click "Next" to proceed.
6. Choose a method for selecting eligible records. Eligible records include those that have NOT been voided or previously filed.
 - o **ALL Forms for ALL Filers:** This option automatically selects every eligible form for all filers.
 - o **Selected Form Types for ALL Filers:** This option prompts you to manually select ([tag](#)) the form types to include in the export file. All filers are processed.
 - o **Selected Form Types for Selected Filers:** This option prompts you to manually select ([tag](#)) both the filers and form types to include in the export file.
7. Select the type of file to generate:
 - o **Original:** Select if submitting file for the first time to the IRS.
 - o **Correction:** Select if, after submitting file to the IRS, you need to change data. For example, a TIN, amount or form type were incorrect.
 - o **Test:** Select if creating a test file for submission to the [Combined Federal/State Filing Program](#).
 - o **Replacement of Original File:** Select if the IRS requests a replacement because the original file was damaged.
 - o **Replacement of Correction File:** Select if the IRS requests a replacement because the corrected file was damaged.
8. Select how you want to submit the file to the IRS/MCC. Form 4804 is no longer required for electronic filing.
 - o **Electronic Filing**
9. Select whether to apply optional Federal Thresholds and the filtering criteria.
 - o **Apply Federal Thresholds:** This option applies the Federal Thresholds to the data being considered for your eFile.
 - **Do Not apply Federal Thresholds:** This option will NOT apply the Federal Thresholds to the data being considered for your eFile.
 - o **Use EIN in Threshold Filter:** Applies Federal Thresholds to a recipient for a particular form type and totals recipient amounts based on one Filer TIN.
 - o **Use PCode in Threshold Filter:** Applies Federal Thresholds to a recipient based on PCode as opposed to Filer TIN.
10. Select the destination folder. Default location is <%DEFAULTPATH%>\MagFiles. Also, check the box at the bottom of the screen if you would like to Archive a copy of the file. For more information on this option, see section [eFile Archive](#).

11. Verify Transmitter Information. Changes made here are temporary and affect this session only. To make permanent changes exit the eFile Wizard and go to the [Update eFile Transmitter Information](#) screen.
12. Verify Contact and Company Information. Changes made here are temporary and affect this session only. To make permanent changes exit the eFile Wizard and go to the [Browse the Filers](#) screen.
13. Select filers for submission to the [Combined Federal/State Filing Program](#). You must have prior permission from the IRS to participate in this program.
 - o Changes made to a filer's Combined status are permanent. Combined status may also be set at the [Browse the Filers](#) screen.
14. Click "Finish" to begin creating your electronic files.
 - o **Electronic Files:** See [FIRE System](#) for information on uploading your file to the IRS.

Note: Any data entered in the optional [Location Code](#) field flows through to the B record positions 41-44 as the "Payer's Office Code".

16.2.1 The Advantage of Filing Electronically

The Advantage of Filing Electronically

- Online notification within 1 - 2 work days as to the acceptability of the data transmitted for Forms 1098, 1099, 5498 and W-2G. It is the filer's responsibility to log back in to check results.
- Later due dates than paper for electronically filed Forms 1098, 1099 and W-2G.
- Allowing more attempts than electronic filing to correct bad files before imposing penalties for Forms 1098, 1099, 5498 and W-2G.
- Better customer service due to on-line availability of transmitter files for research purposes.

FIRE System Specifics

For detailed information on the FIRE System including; data compression, file preparation, file naming and electronic filing protocols please review Pub. 3609 Filing Information Returns Electronically (PDF). This publication is very helpful and will answer 99% of your questions and provides an IRS contact number for any remaining questions. This can be located within 1099 Pro by clicking on "Forms" from the main menu, then selecting "IRS Instructions and Blank Forms", then double click on "Filing Information Returns Automatically".

10 Day Window for Electronic Filers

Per IRS Pub. 1220, part C, section 7:

"If the [electronic] file is good, it is released for mainline processing 10 calendar days from receipt. Contact [the IRS] at 304-263-8700 within this 10 day period if there is a reason the file should not be released for further processing. If the file is bad, normal replacement procedures are followed."

16.2.2 FIRE System

FIRE System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to the IRS. Electronic files created via the 1099 Pro Electronic File Wizard fully comply with

required IRS record formats per Pub. 1220. The FIRE System is available 24 hours a day, 7 days a week to any transmitter and can be reached by visiting <https://fire.irs.gov>. The FIRE System can be accessed by opening a web browser, accessing the Internet and typing in the address <https://fire.irs.gov> in the address field.

To use the FIRE System you must have a valid [Transmitter Control Code](#) (TCC). Filers who currently have a TCC for Electronic filing do not have to request a second TCC for electronic filing. All transmitters are required to have User ID, Password, and PIN which is obtained thru the FIRE System after obtaining a TCC.

For more information on the IRS Fire System select Forms from the main menu, then select "IRS instructions and blank forms" from the drop down menu, then double click on "Filing Information Returns Electronically" from the View or Print Blank Forms and Instructions (PDF Format) screen.

Alternately you can view the form via the internet by clicking [here](#).

16.2.3 Electronic Filing Module

Electronic File Module

The Electronic File Module is available in the Enterprise or Corporate Suite Edition only. You can either upgrade or use the Service Bureau to file electronically with the IRS on your behalf.

Filing Deadlines:

Paper filers must file returns by March 2, 2015. Electronic filers may file returns *electronically* through March 31, 2015 without a late filing penalty. Electronic Filing functionality is available to Enterprise Edition customers as a free "Web Update" every December. The IRS does not allow testing of the current year's Electronic File format until November. 1099 Pro sends test files to the IRS and awaits full verification of the Electronic File format before releasing the electronic filing module to our customer base. We employ this strategy to bring you a proven and tested product. No customer of 1099 Pro has ever been penalized by the IRS due to a software error on our part

Transmitter Control Code (TCC):

A TCC is required if your company will be filing electronically via the 1099 Pro Enterprise Electronic File Module. If you don't already have one, we suggest you submit your request to the IRS at least 45 days prior to the March 2, 2015 filing date. To request a TCC number complete Form 4419, Application for Filing Information Returns Electronically. This form may be printed directly from 1099 Pro software, obtained by calling the IRS at (866)263-8700 or (304) 263-8700. You may also call 1099 Pro, Inc. and we'll fax you a copy.

If your company doesn't have a TCC or you've missed the deadline to apply for one, our Service Bureau can file electronically on your behalf for a nominal fee.

Combined Federal / State Filing Program (CFS):

Participation in this program allows the IRS to forward certain 1099 information directly to participating states. The following information returns may be filed under this program; 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R and 5498. By checking the box "Combined Federal/State Filer" for each Filer, 1099 Pro will flag that electronic data going to the IRS to be formatted in the CFS program.

Some states (e.g. California, ...) require reporting of other forms not in the CFS (e.g. 1098, ...). In this case you can create state specific files using 1099 Pro Enterprise or Corporate Suite or you can contact

our Service Bureau for specialized filing on your behalf. Remember that current Enterprise and Professional customers can reference <http://www.1099 Pro.com/resourcecompliance.asp> for more information.

If you have an Internet connection, you can also visit the 1099 Pro web site at www.1099 Pro.com for the latest information and updates.

16.2.4 Electronic Filing Session Window

eFile Filing Session Window

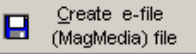
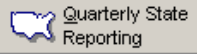
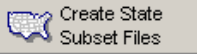
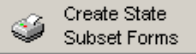
The eFile Filing Session window contains many of the electronic filing functions available in 1099 Pro. From this window you can generate the following electronic files:

1. Federal eFile - These files can be submitted to the IRS via their web site at <http://fire.irs.gov>
2. State Quarterly File - These files contain quarterly filing information for submission to a desired state.
3. State Subset File - State Subset files contain data for selected states ONLY.

Filing Tax Forms via e-file (MagMedia)
From here you can initiate a new Filing session, void a session or report on forms in past Filing sessions

Begin new MagMedia Filing session

▶ Magnetic filing allows you to prepare tax forms to submit to the IRS electronically. Click on help for more information.

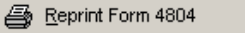
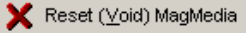
Completed MagMedia Session List

Use the options below to view, report, reprint or reset (void) prior completed MagMedia sessions

Current Query: All sessions for this Filer

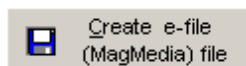
☒ Skip voided sessions

Log	Session	Filer TIN	Form Type	Copy Count	Trans Type	Info	Session Date	Time
2182	1143	97-8888556	W-2G	5	CA: Original	U+A	4/04/2007	12:52PM
2175	1133	97-8888556	1099-B	2	Original	Std	4/02/2007	8:48AM

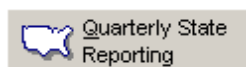






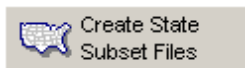

Generating Electronic Files:



Clicking on the "Create eFile" button will begin the wizard for generating federal electronic filing files.



Clicking on the "Quarterly State Reporting" button will begin the wizard for generating quarterly state files.



Clicking on the "Create State Subset Files" button will begin the wizard for generating a state subset electronic filing file.

eFile Session Log:

The eFile Session Log contains details regarding any files or forms you have generated using the eFile wizard. The session log will display information all forms or files ever generated using 1099 Pro.

Log	Session	Filer TIN	Form Type	Copy Count	Trans Type	Info	Session Date	Time	Reset/Voided	File name
2182	1143	97-8888556	WV-2G	5	CA: Original	U+A	4/04/2007	12:52PM		Filed Paper
2175	1133	97-8888556	1099-B	2	Original	Std	4/02/2007	8:48AM		C:\PROGRA~1\Pro99S06

Log: The log number is a specific number assigned to every individual file generated by the eFile wizard.

Session: The session number is a number assigned to any group of files generated together by the eFile wizard.

Filer TIN: This is the TIN number of the filer that the associated records were generated for.

Form Type: This is the form type of the records that were generated.

Copy Count: The number of forms generated for that particular log.

Trans Type: The Trans Type describes the type of transaction that was processed for that session.

Info: The info field will display information regarding how the file was processed. The information displayed here can be broken up into two categories:

1. Federal Files

- CFS: This denotes that the file generated had the Combined Federal and State filing flag set to on in the file generated.
- Std: This denotes that the file generated did NOT have the Combined Federal and State filing flag set on.

2. State Files

- The info field for state files use the following pattern: Letter + Letter (e.x. U+A).
- The first letter position denotes the primary process filter:
 - o U: Unfiled Records
 - o A: All Records
- The second position is a static "+" (plus).
- The third letter position denotes the threshold setting used:
 - o A: Indicates that no thresholds were applied (all eligible forms were selected).
 - o S: Denotes that only state thresholds were applied.
 - o F: Denotes that only federal thresholds were applied.

Session Date: This field displays the date that the eFile session was run on.

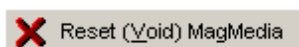
Time: This field displays the time at which the eFile session was run.

Reset/Void: This field indicates whether or not a particular session has been void/reset.

File name: This field displays where the file that was generated was stored.



The "View/Print Log Report" button will allow you to generate a totals report on the currently selected session.



The "Reset (Void) eFile" button will allow you to void/reset the currently selected filing session along with any log i.d.'s associated with that session.

16.2.5 E-File Sort Order

Changing the default sort order

If you require that your records be sorted by TIN when generating your electronic filing then you must add & save the following line in the [System] portion of your .ini file found in the Admin folder. (Default installation location is <%DEFAULTPATH%>\Admin\Pro99T14.INI). Altering settings in this location could potentially damage the software, please contact 1099 Pro if you need assistance with this process.

When completed, your new entry should look like this

```
[System]
EnableMagTinSort=1
```

Note: A value of 1 will sort by FilerID,RCPTin which will increase processing time. A value of 0 (default) will sort by FilerID.

16.2.6 FIRE upload process

FIRE system upload

This process applies to 1098's, 1099's, 5498's, 1042-S's and W-2G's, Not W-2's. The purpose of this tutorial is to guide you through account creation for the IRS FIRE (Filing Information Returns Electronically) system and uploading your file to the IRS.

If you have never created an IRS FIRE system account, you will need to do so.

1. Visit <http://FIRE.IRS.gov>
2. Click on the link labeled [Create New Account](#)
3. Now you will be asked to enter your company specific information. Enter your information in the indicated fields. This is critical because if there is any problem with the file, this is the information the IRS will use to attempt to contact you.

Create FIRE System Account

Please complete the form below. All fields are required unless noted otherwise. If you already have an account, you can go ahead and [Log on](#)

*Do you already have an account but can't remember your password?
Give us a call toll-free at 1-866-455-7438 to assign a new password.

Company	1099 Pro Tax Software Professionals
Address	23901 Calabasas Road, Suite 2080
City	Calabasas
State	CA
ZIP	91367
Phone	888 - 776 - 1099
Exten	(Optional)
Contact	1099 Pro Customer Service
E-mail	CustomerService@1099pro.com
Submit	

4. Once you have completed filling the information in, click "Submit" to continue.
5. You will be taken to a screen where you can create a user name and a password for accessing the IRS FIRE system. Read the directions carefully. The password that you create MUST be 8 characters in length, and have an upper case, a lower case and a numeral, but cannot contain your user id or personal name.

Create FIRE System Account (continued)

Please complete the form below. You will need to supply the name you intend to use as your User ID, and a password. If you wish to use special characters in your User ID, the following are allowed: `_`, `/`, `@`, `#`, `-`, `'`, period, comma, and space.

Your password must be **eight** alpha/numerics, containing at least 1 uppercase, 1 lowercase, and 1 numeric but cannot contain your User ID or your personal name!

User ID	1099Pro
Password	*****
Verify Password	*****

6. Once you have input your chosen user name and password, click the "Create" button.
7. You will be asked to create a pin number. This number will be used when you upload your file (which is created by the 1099 Pro software).
8. Once you are done with the PIN creation process click the "Submit" button.

The Personal Identification Number (PIN) you create below will be required each time you send us a file electronically and will be your permission to release the file. This process replaces the Form 4804, Transmittal of Information Returns Reported Magnetically.

When you send Test files or complete the online fill-in Form 8809, the PIN will not be required. However, the PIN is required for all ORIGINAL, CORRECTION, and REPLACEMENT files being sent electronically.

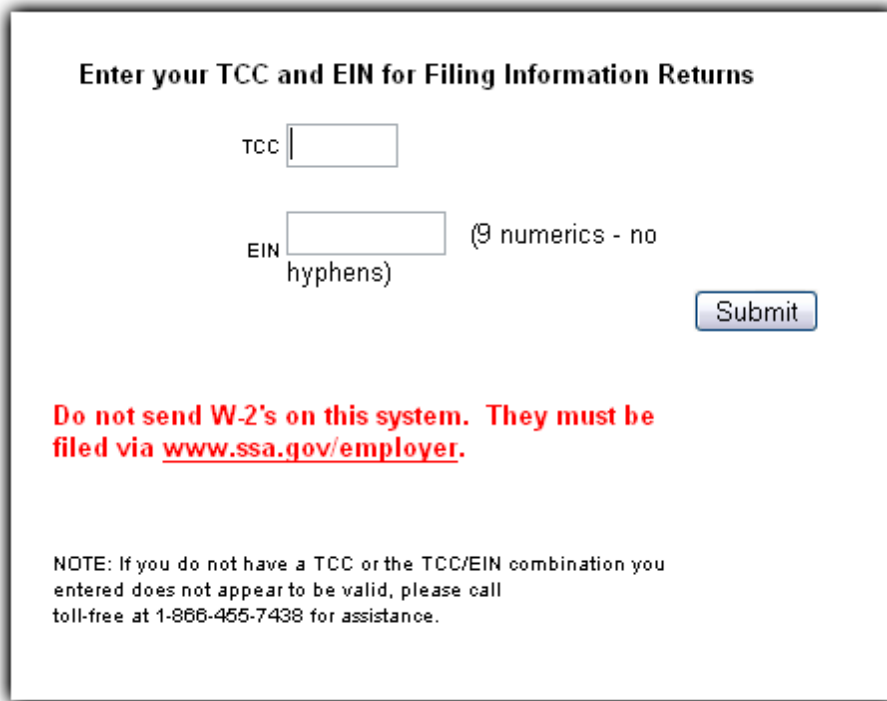
Although an authorized agent may enter their PIN, the payer is responsible for the accuracy of the returns. The payer will be liable for penalties for failure to comply with filing requirements (refer to Publication 1220 Part A).

Please enter your 10 numeric PIN:

PIN:
Verify PIN:

9. Now you will be redirected to the FIRE system account page, where you can make modifications to your account, or you can upload the file that 1099 Pro has created.
10. To continue with the file upload process, click on the "Send Information Returns" link in the top left corner.
11. You will be asked to enter your TCC and EIN at this point. Once you have entered this information, click the "Submit" button.

Note: If you do not have a TCC number you will need to complete form 4419 and submit the completed document to the IRS (<http://www.irs.gov/pub/irs-pdf/f4419.pdf>)



Enter your TCC and EIN for Filing Information Returns

TCC

EIN (9 numerics - no hyphens)

Do not send W-2's on this system. They must be filed via www.ssa.gov/employer.

NOTE: If you do not have a TCC or the TCC/EIN combination you entered does not appear to be valid, please call toll-free at 1-866-455-7438 for assistance.

12. Now you will be shown your contact information. You can make any adjustments that are necessary, and once you are done, click the **"Accept"** button.
13. Here you will be shown a list of links, and you will choose what type of file you are uploading.

Original File: An information return that has never been reported.

1. Once you have clicked on the "Original File" link, you will be asked to enter the PIN number that you created in step 7. Once you have done this, click "Submit".
2. Now you will need to click on "browse" and locate the file that the 1099 Pro software created for you.
3. After locating the file, click the "Upload" button to send it to the IRS.

Replacement File: If an original or correction information return is bad, it must be sent as a replacement file after you fix the errors. Once you have clicked on the "Replacement file" link you will need to choose if you are replacing an Electronic file. The 1099 Pro software generates eFile.

Amended/Correction File: An information return which is submitted by the transmitter, in order to correct an information return that was previously submitted and processed by the IRS, but contained erroneous data. An amended/correction file will only contain the records in error, not the entire original submission. If you are sending a 1042-S file, you would click on Amended File. Otherwise, click on Correction File.

1. Click on "Correction file".
2. You will be prompted to enter the PIN you created in step 7 of this tutorial. Once you have done this click "Submit".
3. You will now need to click on "Browse" and locate the file that you created using the 1099 Pro software. Once you have located the file, you will need to click on the "Upload" button.

Test File: This option is used to test your files for the upcoming tax year.

1. Click on the "Test File" link.
2. Click on Browse and locate the test file that you created using the 1099 Pro software. Once you have done this, click on the "Upload" button.

Once you are done with uploading any electronic files to us, click on "Logout" to complete your upload session.

Log Off the FIRE System

Thank you for using the FIRE system.

Please close your browser at this time! The account information you entered remains in your web browser's cache until you close the browser.

Close Web Browser

16.3 Combined Federal/State Filing Program

Combined Federal/State Filing Program

The Combined Federal/State Filing Program is open to electronic filers.

First time participants in this program must:

1. Obtain a [Transmitter Control Code \(TCC\)](#)
2. Submit a test file to the IRS. Test files may be generated via the [Electronic Wizard](#).
 - Hard copy print tests are no longer acceptable.
 - Electronic test files may be submitted between is not available at this time.
 - A test file should consist of at least 11 total records for recipients from any of the states participating in the Program.

Participating States

Participating states include: AL, AR, AZ, CA, CO, CT, DC, DE, GA, HI, IA, ID, IN, KS, LA, MA, MD, ME, MN, MO, MS, MT, NC, ND, NE, NJ, NM, OH, SC, UT, VA, and WI.

Forms NOT Included In Program

The following informational returns MAY NOT be filed under this program: 1098-E, 1098-T, 1098-MORT, 1099-A, 1099-C, 1099-LTC, 1099-SA, 1099-S, 5498-SA and W2-G.

Forms INCLUDED in the program

The following information returns may be filed under the Combined Federal/State Filing Program: 1099-B, 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, and 5498.

Test Files

1. Electronic test files coded for this program must be submitted between is not available at this time.
2. A test file is only required for the first year when you apply to participate in the Program. Each record, both in the test and the actual data file, must conform to this Revenue Procedure.
3. While a test file is only required for the first year when a filer applies to participate in the Program, it is highly recommended that a test be sent every year you participate in the Combined Federal/State Filing program. Each record, both in the test and the actual data file, must conform to the current Revenue Procedure.
4. Electronic filers must log on to the FIRE System within two business days to check the acceptability of their test file. The new test file must be transmitted by between is not available at this time.

1099 Pro Service Bureau

If the Service Bureau is filing your informational returns a test file is not required.

ABOUT THE COMBINED FEDERAL/STATE FILING PROGRAM*

The Combined Federal/State Filing Program was established to simplify information returns filing for the taxpayer. IRS/MCC will forward this information to participating states free of charge for approved filers. Separate reporting to those states is not necessary.

Some participating states require separate notification that the payer is filing in this manner. Since IRS/MCC acts as a forwarding agent only, it is the payer's responsibility to contact the appropriate states for further information [emphasis added].

"All corrections properly coded for the Combined Federal/State Filing Program will be forwarded to the participating states."

** See IRS Pub. 1220 for a complete description. Contact your state agency for individual State requirements.*

16.4 IRS Name Control

IRS Name Control

For 1099's and W-2G's, The following overview provides an explanation on the taxpayer identification number matching process and the development of name controls. Understanding this process could help decrease the filing of incorrect information returns such as 1099 documents used to report various types of income and W-2G's used to report gambling winnings.

The information returns you file must include a correct name and taxpayer identification number (TIN) combination to allow the IRS to match the information reported against the income included on the payee's income tax return. They check whether a name/TIN combination is correct by matching it against a file containing all social security numbers (SSNs) issued by the Social Security Administration and against a file containing all employer identification numbers (EINs) issued by the IRS. Then, they

compare the name control on the payee document (if provided) to the name control on file. If a name control is not provided or is provided incorrectly, they develop it from the name(s) provided on the first two name lines of the information return. If they can match a developed name control to the name control in our records, they consider it to be correct. If no match is found using this process, they consider your name/TIN combination to be incorrect.

Name Controls

A name control consists of up to four characters. To help ensure that the name/TIN combination for an account matches the name/TIN combination on SSA or IRS files, use the following information when you open an account for a payee.

Individuals

The IRS develops name control for an individual from the last name on the return. For example:

- *Ralph Teak Dorothy Willow Joe McCedar*

For an individual that has a hyphenated last name, they develop the name control from the first of the two last names. For example:

Brandy Cedar-Hawthorn Victoria Windsor-Maple

For Joint Names

Regardless of whether the payees use the same or different last names, they develop the name control from the primary payee's last name. For example:

Joseph Ash & Linda Birch Edward & Joan Maple

Sole Proprietors

The IRSs generally develop the name control for a sole proprietor, who may have both a SSN and an EIN, from the individual's last name (not the business name) on the information return. For example:

Mark & Jane Hemlock Karen Birch

The Sunshine Café Ace Computer Co.

NOTE: Sole proprietors should enter their business, trade, or "doing business as" name on the second name line of the information return.

Other Organizations

They develop the name control for other organizations from the entity's name on the original Form SS-4 (which was used to apply for the EIN). For example:

St. Bernard's Methodist Church ABC Company

Building Fund Main Street Store

Knowing how name controls are developed should be helpful in the filing of correct information returns.

Reminder: If a payee has changed his or her last name, for instance, due to marriage, he or she SHOULD inform the Social Security Administration of the name change.

HINT: On name line one of the Form 1099, a payor should enter the payee's first name and new last name (if the change has been made with SSA), or the payee's first name, former last name, and new last name (if the change has not been made with SSA).

16.5 Reset E-File Session

Reset eFile Session

Void a eFile session and all records are automatically reset to their pre-eFile status.

To reset session

1. On the [task panel](#) select the Filing & Corrections and then File via eFile or Disk icon.
2. At the Completed eFile Session List highlight a session and click the "**Reset (Void) eFile**" button.
3. 1099 Pro prompts, "Are you sure you want to void this transmittal?" Click "**Yes**" to proceed or "**No**" to cancel.
 - The "Trans Type" column indicates that the session has been voided.

16.6 Rule-of-250

Rule of 250

The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to \$100 per form. If you are not signed up for the IRS FIRE system or do not wish to do so our SSAE 16 SOC I TYPE II Service Bureau offers electronic filing services. Please call us at (866) 444-3559 to schedule an appointment and obtain pricing.

General IRS Instructions for Forms 1099, 1098, 5498, and W-2G

1099 Informational Returns:

Electronic reporting may be required for filing all information returns discussed in these instructions (see Who must file electronically on this page). Different types of payments, such as interest, dividends, and rents, may be reported in the same submission.

Pub. 1220 provides the procedures for reporting electronically and is updated annually. Pub. 1220 is available on the IRS website at www.irs.gov. You can file electronically through the Filing Information Returns Electronically System (FIRE System); however, you must have software that can produce a file in the proper format according to Pub. 1220. The FIRE System does not provide a fill-in form option. The FIRE System operates 24 hours a day, 7 days a week. You may access the FIRE System via the Internet at <http://fire.irs.gov>. See Pub. 1220 for more information

Who must file electronically:

If you are required to file 250 or more information returns, you must file electronically. The 250-or-more requirement applies separately to each type of form. For example, if you must file 500 Forms 1098 and 100 Forms 1099-A, you must file Forms 1098 electronically, but you are not required to file Forms 1099-A electronically. The electronic filing requirement does not apply if you apply for and receive a hardship waiver. See How to request a waiver from filing electronically below.

The IRS encourages you to file electronically even though you are filing fewer than 250 returns.

Filing requirement applies separately to originals and corrections.

The electronic filing requirements apply separately to original returns and corrected returns. Originals and corrections are not aggregated to determine whether you are required to file electronically. For example, if you file 400 Forms 1098 electronically and you are making 75 corrections, your corrections can be filed on paper because the number of corrections for Form 1098 is less than the 250 filing requirement. However, if you were filing 250 or more Form 1098 corrections, they would have to be filed electronically.

How to get approval to file electronically:

File Form 4419, Application for Filing Information Returns Electronically, at least 30 days before the due date of the returns. File Form 4419 for all types of returns that will be filed electronically. See Form 4419 for more information. Once you have received approval, you need not reapply each year. The IRS will provide a written reply to the applicant and further instructions at the time of approval, usually within 30 days.

How to request a waiver from filing electronically:

To receive a waiver from the required filing of information returns electronically, submit Form 8508, Request for Waiver From

Filing information returns Electronically, at least 45 days before the due date of the returns. You cannot apply for a waiver for more than 1 tax year at a time. If you need a waiver for more than 1 year, you must reapply at the appropriate time each year.

If a waiver for original returns is approved, any corrections for the same types of returns will be covered under the waiver.

However, if you submit original returns electronically but you want to submit your corrections on paper, a waiver must be approved for the corrections if you must file 250 or more corrections.

If you receive an approved waiver, do not send a copy of it to the service center where you file your paper returns. Keep the waiver for your records only.

Penalty:

If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty of \$100 per return for failure to file electronically unless you establish reasonable cause. However, you can file up to 250 returns on paper; those returns will not be subject to a penalty for failure to file electronically. The penalty applies separately to original returns and corrected returns.

17 eFileViewer Overview

eFile Viewer

The eFile Viewer is a program that will allow you to view Electronic Files generated via the [Electronic File Wizard](#). This tool is run separately from the 1099 Pro software.

17.1 Installation and Registration

17.1.1 License Agreement

eFileViewer - Tax Year 2014

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7. LIMITED WARRANTY

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12. This Agreement shall be binding upon and inure to the benefit of the respective successors, assigns, and personal representatives of the parties, except to the extent of any contrary provision in this agreement. If any term, provision, covenant, or condition of this EULA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. Section, paragraph, and other headings contained in this Agreement are for reference purposes only and are in no way intended to describe, interpret, define, amplify, or limit the scope, extent, or intent of this Agreement or any provision of it.

17.2 eFileViewer Main Screen

eFileViewer (with file selected)

At the eFileViewer Screen, you will see the files you have opened. The column categories displaying the contents of the file information as follows:

- ☒ **File Type**
- ☒ **Tax Year**
- ☒ **Total Records**
- ☒ **Date & Time the file was loaded into the viewer**
- ☒ **Total Filers**
- ☒ **Total Recipients**
- ☒ **File Name**

You will typically find the following general field descriptions embedded in a Electronic file:

- ☒ [Transmitter "T" Record](#)
- ☒ [Payer "A" Record](#)
- ☒ [Payee "B" Record](#)
- ☒ [End of Payer "C" Record](#)
- ☒ [State Totals "K" Record](#)
- ☒ [End of Transmission "F" Record](#)

The Main Screen of the eFileViewer (with file open)

After you open the Electronic File you will see the contents of the file. The upper left side of the window contains a listed hierarchy of "T", "A", "C", "K", and "F" records. The "B" record is displayed in the lower left when you have an "A" record highlighted. As you highlight each field, (i.e. The "T" record field for a Transmitter), the right side of the window displays to data in relation to the current field selected on the left. While navigating up and down in a vertically with the cursor keys on the keyboard, you will notice that you must click with your mouse in order to have the right pane to display the data. The top of the screen contains an overall summary of the Transmitter Detail. There are also two different viewing options. View as Field List and View as Text.

17.2.1 Viewing Options

Viewing as Field List

For viewing the data in a field by field format.

- **From, Thru, Size** - Denotes the physical location of the fields.
- **Field Name** - Displays the title of the field that contains the data
- **Field Value** - Contains the data manually entered by the filer or imported from an ASCII text file.

Viewing as Text

For viewing the data in a record without fields

- The cursor position allows you to locate specifically where your cursor is within a record.

17.3 File Format

Transmitter "T" Record (all fields marked required must include transmitter information)

Payer "A" Record

Multiple Payee "B" Records (**at least 11 "B" Records per each "A" Record**)

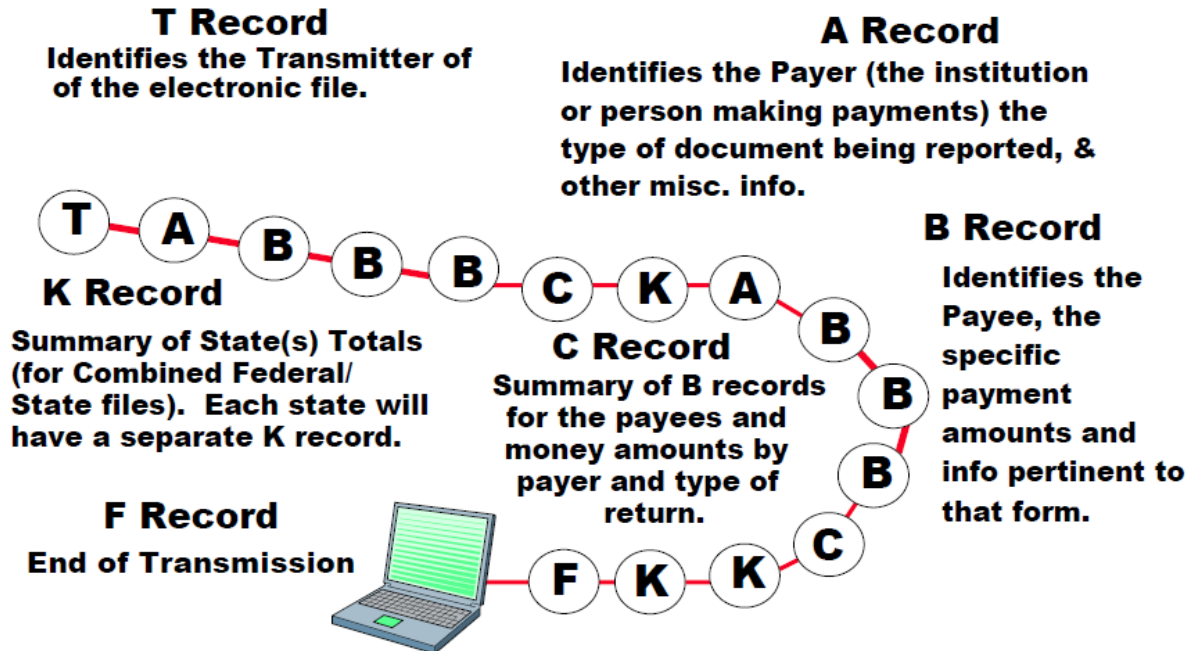
End of Payer "C" Record

State Totals "K" Record, if participating in the Combined Federal/State Filing Program

End of Transmission "F" Record (See Part C for record formats.)

File Format

Each record must be 750 positions.



***Note:** When generating State files "K" records will be generated if you have checked the "Combined Federal State Filing Program" (CFS) for the Filer and if the form type is in the CFS program i.e. DIV, G, INT, MISC, OID, PATR, R, 5498. "K" records will only be generated for states that participate in the combined program. Use of the Category option can result in multiple K records if the Filer & Form Type are in the CFS program. Filers where you opt out of the CFS will not have "K" records. To change the variable for the CFS click on **"File"** then **"Filers list"** and double click on the Filer to change any parameters. If you have state withholding or if you use the category field you may generate multiple K records. To suppress K records consider opting out of the CFS before generating files for states that do not participate in the CFS program.

17.4 Loading and Viewing Files

To load a new file or view existing files

1. Begin by opening the eFileViewer in the root of the program directory (i.e. <%DEFAULTPATH%>) or via the start menu under the 1099 Pro group for your program. Find the file eFileViewer.exe and double-click to open.
2. Click the "Load New File" button to load a file.
3. Browse your local drive or network drive location for the Electronic File you want, click on it once to select it, then click "Open".
 - The file you selected is displayed in the eFileViewer window.

4. View the selected file by first highlighting the one you want to open and click the "View Selected File" button.
 - Additionally you may delete a file by highlighting it and selecting "Delete Selected File" or close the eFileViewer Tool by Clicking the "Close" button.

NOTE: In general, when you open the eFileViewer and load a new file the file is copied to a temporary location on the local drive and is used as your temporary "working" file, leaving your original Electronic File untouched.

17.4.1 Electronic Sessions Summary Report

Note: These instructions apply to 1099 Pro Professional, Enterprise, and Corporate Suite only.

This walk through will guide you through the process of generating a eFile Log report

To begin, from the entry menu click on **"Reports"**, then click on **"Electronic Sessions Summary report"**

From there you will see the eFile Log Report Wizard welcome screen, this will give you a brief overview of how the Wizard will assist you in generating a report, when you are done reading this you may click on **"Next"** to proceed.

Now you will see the **"Limit Log Records for this eFile Log Report"** screen, this will allow you to choose what information is included in your eFile Log Report.

- **One or more filers (By Pcode):** This option will generate the report of one or more filers and you will be given the option to choose the filers by Pcode.
- **One or more filers (By EIN):** This option will generate a report that will include filers that you have chosen by their EIN
- **One or more (FormTypes):** This option will allow you to generate a report with all filers that have a specific form type.
- **One or more Session ID's:** This option will allow you to generate a report that will include information from all session id's that you choose.

Note: You will also have the option to **"Group and generate additional subtotals by EIN"**, this option can be especially useful for tallying up a employees information by employer.

After you have chose what information will be included in your report, click on **"Next"** to continue.

Next you will be prompted to enter the date range for the eFile Log report.

If you would like to use the default date of 1/01/2014 to 12/31/2014 you can click on **"Next"** to proceed and begin the report generation process, if you would like to narrow the dates the report will show you can click on the **"Select date range to use"** button.

Note: If you clicked on the **"Select date range to use"** button, you will be presented with a screen prompting you to enter the numerical date and time for your report, you can enter the month, day and year here. Alternately you can choose which quarter to use or the tax year, once you are done, click on **"Next"** to continue.

You now see a screen summarizing your selections for the report to be generated. You can use the back button to modify your selections for the report to be generated. Once you are done reviewing the information click on the **"Finish"** button to generate your report.

17.5 Exporting a File

Exporting a file

1. Begin by opening the eFileViewer in the root of the program directory (i.e. <%DEFAULTPATH%>) Find the file eFileViewer.exe and double-click to open.
2. Click the "Export" button. Review and accept the Readme and License Agreement.
3. Specify the Output Directory, Output File Name*, Extension type, Specify how to display data in fields 663-722.
 - It is recommended that you do not specify an output file name and let eFileViewer create one.

A single input file may result in more than one output file.
All output files will be placed in a single directory, which you may specify.

Output Directory:

Enter the output file name. If left blank, a file name will be automatically created using the PTin and Form Type (Recommended).

OutPut File Name:

You may designate a three-character extension for output files. If you wish, this extension can be used to identify the output from a single input file.

Extension: ▼

Please select how you would like to handle custom data in positions 663-722 of the IRS file. This data area is used in special cases and is not defined in IRS specifications.

☒ Ignore it ☐ Extract using the default format

To begin converting your file, press the "Process" button.

17.5.1 Limitations of Export

Limitations of Export

This utility will create files that can be imported into 1099 Pro. While the utility has been thoroughly tested you the user must exercise precautions to verify the accuracy of your data.

All output files will be given abbreviated names in the form of 'PTin' plus the PTin, Form Type, Orig or Corr, and a two-digit number to account for possible duplicates in Filer Name and Form Type, and a three-character extension which you may specify.

A log of output file names, filers and form types is also created. You may also print out this log file for reference.

Note Running eFileViewer more than one time can result in files that are overwritten. Overwriting can occur if you direct eFileViewer to place the output in a directory with existing files from a previous eFileViewer session.

KNOWN LIMITATIONS

All exports are in the format for 2014 form layouts. If exporting data from a prior year format please verify that all boxes still exist in the 2014 format.

Caution! The information on your printed form(s) and the information contained in the file sent to the IRS can differ on the following forms! Please pay special attention to the below conditions where your original form and the data imported may vary.

The IRS file being processed does not contain the following fields hence they will not be present during import for all form type when using the Standard :

- Address Apt/Suite
- Country
- Form Category
- Form Source
- Tax State

- 1099-PATR
- Box 10 - Other Credits and Deductions will not pass thru.

The following Items boxes are not contained in the IRS 750 file and will therefore not be present when imported into 1099 Pro.

Note: State and Local Income Tax Withheld pos.723-746 in IRS specifications do not have a location to display on some forms and therefore will not always import if present.

- 1098
- Box 5

- 1099-B
- CORPORATION'S name, street address, city, state, and ZIP code

- 1099-CAP

Box 5

1099-INT

Payer's RTN. This can be added at the Filer level in 1099 Pro Software.

1099-MISC

Optional Text Line 1 and Line 2, 17, 18

1099-Q

FMV amount and Distribution code (1-6)

1099-R

Box 8 percentage Box 11, 12, 14, 15 Note Box 2a will be blank if Box 2b checkbox taxable amount not determined is checked.

5498

Armed Forces Box

W-2G

Box 13

W-2

Box 20

General - Text description boxes will lose their formatting. Some boxes will be truncated.

IF YOUR DATA CONTAINED ANY INFORMATION IN THE BOXES LISTED ABOVE YOU WILL NEED TO EITHER MANUALLY KEY IN THE ADDITIONAL INFORMATION AFTER IMPORTING OR FIND SOME OTHER METHOD FOR CAPTURING THAT INFORMATION.

The 1099 Pro Service Bureau at (866) 444-3559 may be able to assist you in capturing the additional fields listed above.

After running the Utility & importing your data we strongly recommend that you proof your control totals and individual data items. This can be done by clicking on File & Reports from within 1099 Pro.

18 Form Status Overview

Form Status Overview

Users must select an import status for their data in the first step of the import routine, [Import Data](#). Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Use the Import Session Report to review the status of records in an import session.

18.1 Forms Status Values

Forms Status Values

1. Form Status values

Pending (0)
Printed (1)
Printed/Voided (2)
Printed/Filed1096(3)
Printed/FiledMag(4)
Printed/Uploaded(5)
Filed/Mag 6) ! Filed without printing
Uploaded Equate(7) ! Uploaded without printing
!-- 'Corrected' Original with blanked amounts (range: 10 - 19)
Corrected/Pending(10)
Corrected/Printed(11)
Corrected/PrintedVoided(12)
Corrected/PrintedFiled1096 (13)
Corrected/PrintedFiledMag (14)
Corrected/PrintedUploaded(15)
Corrected/FiledMag(16)
Corrected/Uploaded(17)
!-- Correction record (range: 20 - 29)
Correction/Pending (20)
Correction/Printed(21)
Correction/PrintedVoided (22)
Correction/PrintedFiled1096 (23)
Correction/PrintedFiledMag (24)
Correction/PrintedUploaded (25)
CorrectionFiledMag (26)
Correction/Uploaded Equate(27)

2. Voided Form

This should already appear in the QW as a checkbox.

3. Correction Type

This is internal to the program.

4. Error Status

We ship with queries for these already.

0 = No errors
1 = Warnings
2 = Errors
3 = Warnings + Errors
4 = Fatal/major Error

18.2 Statuses

Statuses

Pending

These forms were input or imported. Forms with a [Status of Pending](#) may be changed or deleted.

Printed

If you print out forms you will be asked if you have printed out your red copy A's. If you answer "yes" then the status will be changed from Pending to Printed. *Forms with a Status of Printed (or higher) cannot be deleted or changed.* If your forms have a status of printed then you can only print out an entire print run or an individual form. To revert the status back to 'Pending' you can click on the "Print Tax Forms" icon and change the status back to Pending by clicking on the "Reset" button each print log.

Filed 1096

A paper 1096 / Annual Summary and Transmittal can only be prepared for forms that have a status of ["Printed"](#)

To revert the status back to 'Printed' you can click on the "File via 1096 (paper)" icon and change the status back to Printed by clicking on the "**Reset**" button each 1096 log.

E-Filed

This indicates that a file for the IRS was created and uploaded to the IRS.

To revert the status back to 'Pending' or 'Printed' you can click on the ["File via eFile or disk"](#) icon and change the status back by clicking on the "**Reset**" button each eFile log.

SB Print + Mail

This status indicates that an upload file has been generated and marked with a request for the Service Bureau to print and mail your forms to your recipients.

SB Filing

This status indicates that an upload file has been generated and you have elected the Service Bureau to file your forms to the IRS

SB Print + File

This status indicates that an upload file has been generated and you have elected for the Service Bureau to Print & Mail to your recipients, then File your forms to the IRS.

Corrections

[Corrections](#) can only be done on a form that has a status of Filed, SB Print + File, SB Filing or E-Filed. The status of these new forms will include "Correction".

Form Counts

The Form Counts Report is a great way to see the status of all forms.

Note 1: an * in front of the status means that there may be an error with the form e.g. it is missing a SSN or address value ...

Note 2: for exact [Status values](#) see the [Query Wizard](#).

19 Important Dates

19.1 Filing Deadlines

Filing Deadlines

Please note, 1099 Pro, Inc. strongly recommends verifying all filing deadlines and addresses. 1099 Pro, Inc. assumes no liability for inaccuracies or changes contained herein.

20 Imports Overview

Imports Overview

1099 Pro features a powerful yet intuitive Import Wizard to make importing your data a breeze. The general rule is that if you can see your data in a product like Excel then you can import your data! Importing data that is delimited, that is that each field is separated by a delimiter is easiest. You can also import Fixed Length files such as files created for the IRS. Microsoft applications such as Excel, Access and SQL allow for you to save a copy of your data as a .txt file (see converting from Excel formats) whereas older applications will allow you to save your data as comma separated values (CSV) which can easily be imported. Importing can allow for File Headers where the first line of your file is a header as opposed to real data. If you are doing multiple imports consider using our "Map by Name" headers. The allowable number of characters for each field is discussed under [Import File Conventions](#).

See the [Import Wizard](#) to begin the process of importing your data.

[Error Checking and Validation](#) of your data is performed on each import allowing you to reject or flag questionable records. Sample import files are included with the software. Note that only the fields/boxes that you need are required and the order of your fields does not matter. Technical support would be happy to import a sample file with you and then reset/void your import.

See [Finding & Fixing Problem Records](#) for more information

20.1 Import Data

Import Data

8966 Pro features an easy to use Import Wizard to simplify the import routine. Many database and spreadsheet applications such as Microsoft Excel, Access and Lotus 1-2-3 provide for the exporting of

data to an [ASCII](#) file. These files can be imported into 8966 Pro, thus relieving the burden of manually entering the information onto the tax form.

- [Import Maps for a Delimited or Excel File Type](#)
-

20.1.1 Import Wizard

Import Wizard

An import consists of a simple set of individual steps. They can all be done at once or at different times. Nothing is actually imported into your files until you have completed all three steps.

Initial Step - Defining a Custom Map

Step 1 - Importing Filers and Data (The Import Wizard)

Step 2 - Data Validation You will have the opportunity to test your data for errors.

Step 3 - Posting the results of your import. Post results of your import into the main Enter, Update & View Screen.

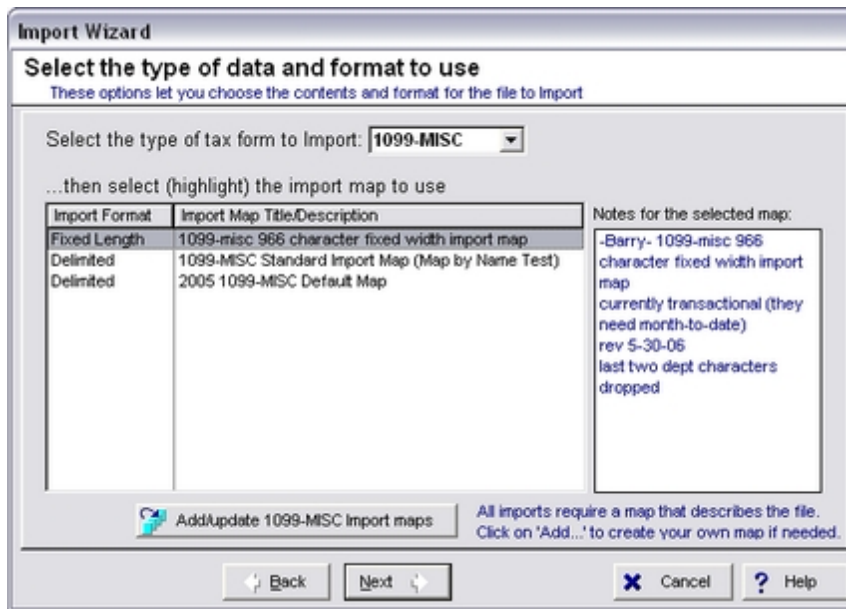
Database and Spreadsheet applications files can be imported into 1099 Pro thus relieving the burden of manually entering the information onto the tax form.

To see more information on importing for Delimited File Types, or Excel [See Import Maps for a Delimited File Type, or Excel](#)

20.1.1.1 Manage Import Maps

Manage Import Maps

The Browse Screen for Import Map files lists the type of mapping and the file format used for those maps. Additional details are available such as Map Notes and Formatting Details for each map and Notes created during the time you created the map will be displayed in the Map Notes section.



To Add a New Map

1. From the main screen in 1099 Pro you can click on the "Import New Tax Forms" then click on "Begin a new Delimited Import Process". read the instructions, then click "Next".
2. Click on "Add/update Import Maps".
3. To add a new map, click the Add button on this screen and follow the steps in the wizard after choosing your map type of Delimited or Fixed Length.

Change an existing map

You can highlight an existing map on this screen and click "Change". Follow the steps on the screen and the wizard will guide you through the process of changing an existing map. Any change made will overwrite the current mapping.

To Delete an existing Map

1. Highlight the existing map you want to delete and when asked to confirm your ok to delete a file, choose ok.
2. If you have any existing mapping tied to a current import/in process import session it cannot be deleted. You must first complete or abandon all imports in process and then you will be able to archive the map, however, you cannot use it again.

[View/Print Map Reports](#)

20.1.1.1.1 Import or Export an Import Map

Importing or Exporting Maps

Using this screen you may import or export maps for use on other 1099 Pro installations.

- [Import Maps for a Delimited or Excel File Type](#)
- [Export Maps](#)

20.1.1.2 Customize a Fixed Field

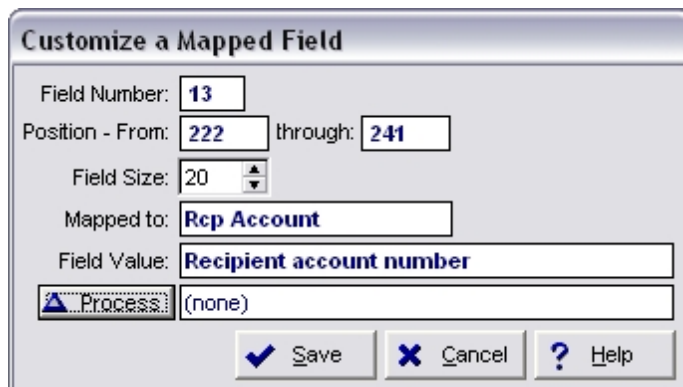
Customize a Fixed Field

The features contained within this section are available exclusively to users of the Corporate Suite edition of our software.

In 1099 Pro, during the Import of Fixed Length files, you also have the ability to customize the "field size" of a mapped field.

To customize a field during Fixed Width Import.

1. Select specific fields to be included in the import process and add them to your layout. You can do this by clicking and highlighting a field from the available fields on the left and then click the "Add this field" button which carries the "Database Field" from the left column over to the "Field Value" screen on the right.
2. In the Field/Header list to the right, double click on the field name until you see the "Customize a mapped field" screen pop up. The following chart explains the title of the field and its contents.



Field Number: Field or Record Number (Equivalent to a column in an excel spreadsheet).

Position From - Through: Location of the field value expressed in numeric positions from the first location to the last location.

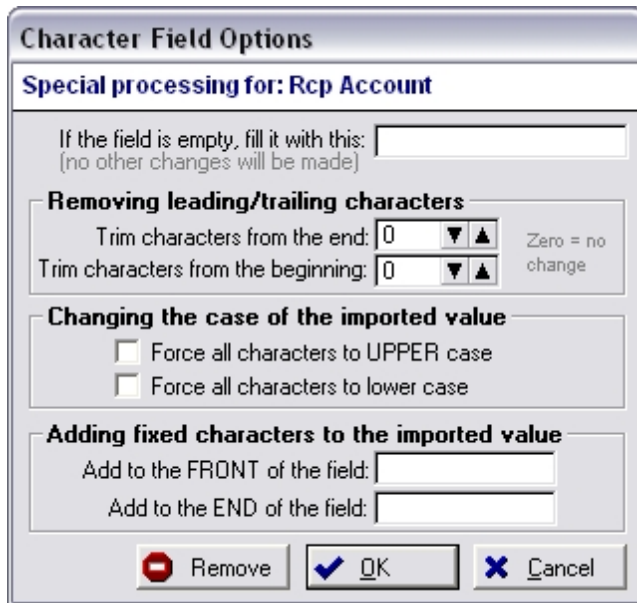
Field Size: Total Number of characters form the first position to the last position of the field value.

Mapped To: Tax Form field that the Field Value is mapped or linked to.

Field Value: Title of the specific field.

Process: Allows you to enable specialized processing rules for the imported field.

- **If the field is empty, fill it with this:** Allows you to specify what should be entered into a field that is empty.
- **Removing leading/trailing characters:** Allows you to trim both leading or trailing characters from the imported field by a specified amount.
- **Changing the case of the imported value:** Allows you to force all characters to be either all upper or lower case for the imported field.
- **Adding fixed characters to the imported value:** Allows you to add characters to both the beginning or end of an imported field.



Character Field Options

Special processing for: Rcp Account

If the field is empty, fill it with this:
(no other changes will be made)

Removing leading/trailing characters

Trim characters from the end: ▼ ▲ Zero = no change

Trim characters from the beginning: ▼ ▲

Changing the case of the imported value

☐ Force all characters to UPPER case

☐ Force all characters to lower case

Adding fixed characters to the imported value

Add to the FRONT of the field:

Add to the END of the field:

20.1.1.3 Delimited or Excel Import Map Wizard

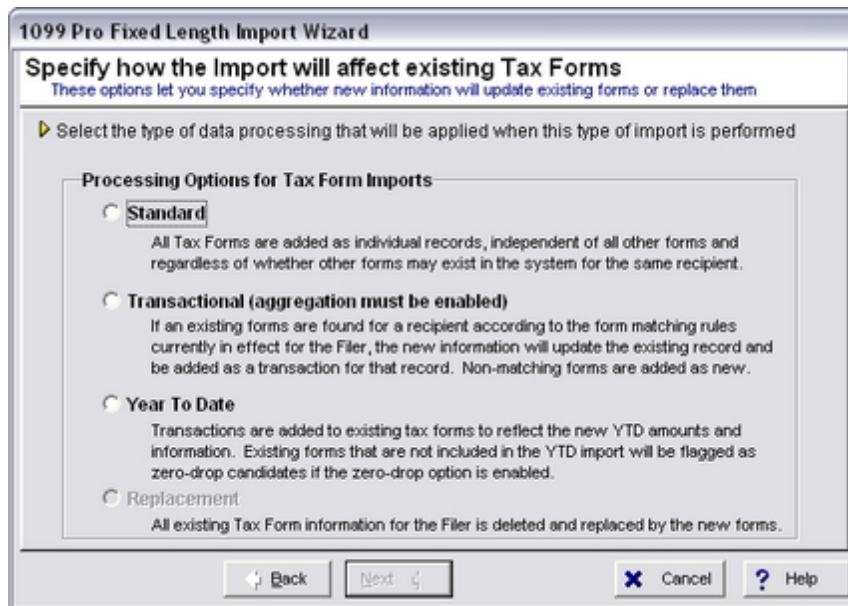
Delimited or Excel Import Map

The 1099 Pro Import Wizard simplifies the process of creating Import Maps so you can then import your data into the 1099 Pro software. The first step in creating an Import Map is to specify how the records to import will be selected and where the records will be inserted into the tax form. Import files can be imported in a variety of formats, including delimited .CSV, Tab-Delimited, Pipe-Delimited, Fixed Length, and Excel (XLS or XLSX). Follow the steps below to create and/or define an Import map.

Defining a Delimited or Excel Map Type

1. From the main screen in 1099 Pro you can click on the "Import New Tax Forms" link in the navigation bar to the left, or as an alternative, click on Utilities tab on the main menu then click "Run the Import Wizard"
2. Click on "Add/update Mapped Imports".
3. Next, Click "Add" to add a new *Import map to the list, when prompted with "Which type of import would you like to create?", click "Delimited" or "Excel" depending on the map type you wish to create. To delete an import map, highlight it and then click the "Delete" button. *Note: There are three columns which define an Import Map: Map Type, File Format and Description. The description column gives details about the currently selected import map and the Notes window to the right give additional details.*

4. When clicking "Add" or "Change" you are prompted to go through the wizard for creating and/or modifying Import maps, click "Next".
5. Select a File Format, either Tab Delimited, Comma or Pipe. Next set your Field Delimiter and End of Record Options. Click "Next".
6. Specify whether you want to:
 - "Use a sample file to provide the column header information" or**
 - Select the file you wish to import by clicking on the "Browse" button and then locating the file you wish to import. Once you have selected your file click on the "Open" button to continue.
 - You should now see a sample of your data, click on the "Next" button to continue.
 - Match each field from the input file on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the "Map by Name" button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the "Next" button to continue.
 - "Map by Name using your own Column Entered Header List"**
 - If you placed a check in the Has a Header Record check box, you will be prompted to enter your header values one header per line. All header field values must be unique and fields that will not be mapped do not need to be added to the list.
 - Match each field on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the Map by Name button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the "Next" button to continue.
7. **Set the Default Formatting and Processing Options for the Import Fields**
 - a. Next, specify your dollar amount format options for and using implied "decimals", then set your date field format options and the order in which your date components will be displayed. Click "Next".
 - b. Enter a title and description which will be displayed for users when they need to select an import map to use. You may also enter some optional notes which describe your custom map.
8. **Set options for locating your import files.**
 - a. Specify the default folder where this type of import file will be located. If left blank, you will always be prompted to locate the import file.
 - b. Next, you may optionally specify a default file name for the files that will be imported using this map. Click "Next" to continue.
9. **Processing Options for Tax Form Imports (Note: This is a Corporate Suite/ASP Feature ONLY).**
 - a. Select the type of data processing that will be applied when your import is performed.
 - i. **Standard:** All forms are added as individual records regardless of whether other forms may exist in the system for the same recipient.
 - ii. **Transactional:** If existing forms are found for a recipient that match the form matching rules configured at the time of import, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.
 - iii. **Year To Date:** Transactions are added to existing tax forms to reflect the new Year to Date (YTD) amounts and information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.
 - iv. **Replacement:** This feature is currently unavailable.



10. Finally, *confirm the settings on the summary screen before you click "Finish".

* Confirm the settings on the summary screen and click "finished" then close the Custom Import Maps screen. You will then be taken back to the main Browse the Import Maps screen. If you created a new Custom Map Field, you can now select it from the list. If you make changes to your header name changes to your import file then you will need to modify your existing map or if you chose create a new map which matches those changes.

20.1.1.4 Step 1 - Import Filers, Recipients, or Data

Step 1 - Import Filers, Recipients, or Data

Importing of Filers/Recipients is available exclusively to users of the Corporate Suite edition of our software.

To import filers, recipients, or data.

*Please visit <https://www.1099pro.com/videos.asp> and click the "Importing Using Standard Maps" video to watch a brief tutorial of the import process.

1. On the [task panel](#), in the General Options tab, click "Import New Tax Forms".
 - a. Multi-User Installations see comment (*) below.
2. (Corporate Suite step) select which form series you are importing. For filer or recipient imports, make any selection.
3. At the Importing Information screen click on the on the "Import records from Excel or a Delimited text file" button.
4. At the Import Wizard screen click "Next" to proceed. Use the "Back" button at any time to go back a step.

5. Select the type of import you wish to process by selecting it from the drop down menu labeled "Select the type of tax form to import". If importing filers or recipients, select "FILERS" or "RECIPIENTS". You can also view the type of file format by clicking on the radio buttons under "Import File Formats to Show".
6. Highlight the map which corresponds to your import file and then click "Next". Should you need to create your own map, please use the following links for more information regarding the Delimited Import Map Wizard.
7. Select your import file via the "Browse" button. The import file data should match that of the import format you selected. Your data should display in the bottom window and may appear out of alignment. Your data should not contain any strange characters; if it does see [Import File Conventions](#). You can also verify the Data Type, File Format, and Process Type before proceeding. Click "Next" to proceed.
 - a. Sample import files are located at ... <%DEFAULTPATH%>\Import\Samples\.
8. If 1099 Pro detects that your import file contains non matching filer information then it will ask you to verify the currently selected [filer](#) and click "Next". If you need to change to a different filer then click the "Select Filer" button.
9. Use the list in the "View the mapped (tax form) Import Records" screen to verify that your import source file is being correctly mapped by the import utility. Use the View Previous and View Next button to scroll up and down in the list of records in your import file.
10. Next you should specify your import status. Most of the time you will import into a Pending status. See [Import Statuses](#) for more information. Click the "Next" button to continue.

Proceed to [Step 2](#) of the import process, Validating your data.

Trouble Shooting Import Issues

Note: When importing a text file from (i.e. Microsoft Excel): During the import, you may run into a problem where during the process of assigning fields in the "Specify Form Field Mapping Screen", the software generates "0" records on the left hand side in the Available Input Fields column. Typically this can be caused by the import file being "locked" in memory by the application Microsoft Excel or similar application across a network LAN or WAN. The idea is to have Microsoft Excel or similar application to release control over the text file to be imported. To solve this problem, follow the steps below:

If working locally (An individual computer not on a network) First, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above.

If working on a network (Your import file resides on another computer such as a workstation or a server) Again, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Copy the file from the server to a folder on your local hard drive. (For Example: C:\Imports) Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above. Be sure and check with your Administrator to ensure you have the proper rights to carry out this task.

20.1.1.5 Step 2 - Validate your Data

Step 2 - Validate your Data

Validating and Check your data for potential errors

1. Click the "Test My Import for Problems" button to perform a test import on up to 250 records. The Test Import Result window displays any errors and warnings. Select any record and click "Change/Fix selected record" to view data, however changes are not saved in test mode. This is an excellent opportunity to verify your data and go back and make any necessary changes to mappings, delimiters, etc. Click "Close" to exit this screen.
2. Decide how to proceed with the import:
3. If records need to be corrected or deleted click "Finish" and then "Report" to run a summary report detailing any errors or warnings. This report is not available once the import session is posted. Then proceed to the Edit, Post or Abandon Imported Records screen.
4. If NO records need to be corrected or deleted AND you want to proceed directly to the final step of the import routine, click "Finish" and then "Continue". At the Edit, Post or Abandon Imported Records screen click "Post Session". You immediately enter the Post Import Records wizard.
5. If NO records need to be corrected or deleted BUT you don't want to proceed to the final step of the import routine at this time, click "Finish" and then "Stop". Remember to return at some point to modify, delete or post this import session!
6. A standard installation of 1099 Pro allows up to 5,000 transactions. If the combined total of existing records in the database and imported records exceeds 5,000, the import may abort.

Note: To handle more than 5,000 transactions contact Sales at (888) 776-1099.

Proceed to [Step 3](#) of the import process, Posting Results.

20.1.1.6 Step 3 - Final Import - Post Results

Step 3 - Final Import - Post Results

1099 Pro features a Import Wizard to simplify the import routine. Steps include [Import Data](#), [Review Import Session](#) and Post Import Session.

Posting your import session

1. Consider [optimizing](#) the post process for very large imports.
2. On the [task panel](#) select General Options and the "Import New Tax Forms" icon to access the Importing Information screen.
3. Access the Post Import Records Wizard by:
 - Referring to the Completed and In-Process Import Sessions window and selecting any import session with a Loaded or Partial status. Select your import session then click "Continue with

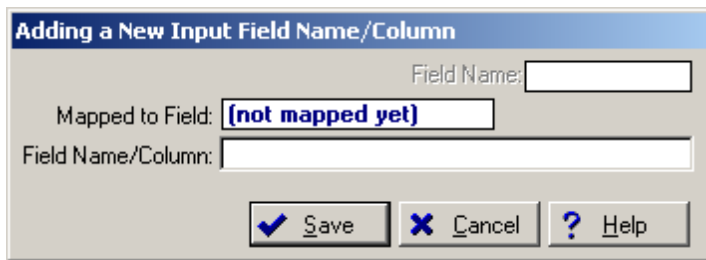
- Session" and then "Post This Session". OR
 - Continuing directly from the second step of the import routine, Review Import Session, and clicking "Post This Session".
- 4. At the Post Import Session Wizard click "Next" to continue. At any time click "Back" to go back a step.
- 5. If any records in the session contain errors or warnings you must decide how to handle them. Options include:
 - **Do not post records with errors:** (Recommended!) Records without errors are posted and problem records are placed on "hold" so you can fix them at a later time.
 - **Post records with Warnings/Errors:** Post all records now. You'll need to review individual records and manually update these fields at a later time.
- 6. Specify how to deal with existing recipients in the 1099 Pro system. Options include:
 - Match forms with existing Recipients, but do not update addresses
 - Ignore existing TINs, add every Recipient as new
 - Update the incoming tax form with my current Recipient information
 - Update my Recipient information with new information from the tax forms
- 7. Review settings and click "Finish" to post your import session.

20.1.1.7 Modifying an Existing Import Map

Modifying an Existing Import Map

Adding a header after import map creation for a custom import map with headers

1. Click on "Import New Tax Forms" from the left hand navigation menu.
2. Click on "Begin a new XXXX Import Process".
3. Click "Next".
4. Click on "Add/Update XXXX Import Maps".
5. Select the import map that you would like to add the new header to.
6. Click on "Change".
7. Click "Next".
8. Click "Next".
9. Click "Add".
10. You will see two fields, one labeled "Mapped to Field" and one labeled "Field Name/Column".



11. Enter the name of the header into "Field Name/Column".
12. Drag the new header (Input Field Name/Column) to the "Mapped Import Field/Column Value" corresponding to the "Map to Field/Destination". See the [Map by Name](#) section for more detail.
13. Once you are done, click "Next".
14. Please review all subsequent screens and click "Next" if they meet with your approval.
15. Click on "Finish".

Your import map will now be modified and the next time that you use this import map to bring in tax forms, it will also bring in the information located underneath the newly designated header.

**Adding an import field after import map creation for a custom import map without headers.
(Fixed Position)**

1. Click on "Import New Tax Forms" from the left hand navigation menu.
2. Click on "Begin a new XXXX Import Process".
3. Click "Next".
4. Click on "Add/Update XXXX Import Maps".
5. Select the import map that you would like to add the new import field to.
6. Click on "Change".
7. Click "Next".
8. Click "Next".
9. Select the Database(Form) Field on the left hand side that you wish to add. (Highlighted in yellow below)

1099 Pro Delimited Import Wizard

Set the Field/Column Order for the Fixed Position 1099-MISC file
Move fields from the available fields list to the Import list

▶ **Select the fields from the left to be filled from the Import file and add them to your layout**
Select a field to map then click on 'Add Field'

Database Field

- Rcp TIN
- Rcp TIN Type
- Rcp Account
- First Name
- Last Name/Company**
- Name Line 2
- Address Type
- Address Deliv/Street
- Address Apt/Suite
- City
- State
- Zip
- Comb City/State/Zip
- Country
- Tax State
- Box 1 Amount
- Box 2 Amount

Selected Field Details

Field Action
☒ Fill from Import
☐ Set Fixed Value

Field Description
 Last Name/Company

Field Type/Size
 Character (40 max)

Field Value
 Recipient last or Company name

Add this Field ▶▶

Columns so far: 0

Col Mapped To Field Value

Columns: 0 ↑ ↓ + Add Filler ▲ Modify ■ Remove

Back Next Cancel Help

- Click "Add this Field" to move the Database Field over to your import map.
- Use the Up and Down Arrows to move the Database(Field) field to match the column in your import file. *Note: The column on the import map must match the column's location on the spreadsheet. In the "Col", you will see which column on the spreadsheet the import map will be referencing when it imports.*

F1 PINECREST DRIVE RFD 2						
	A	B	C	D	E	F
1	123-22-1002	ADAM	LILLIAN		c	PINECREST DRIVE RFD 2
2	123-22-1031	BASILE	ANTHONY			115-86 238TH ST
3	123-22-1032	NORTON	DONALD G			123 E LAIRD DR
4	123-22-1033	NORTON	WALLACE G			730 18TH AVE

- When you are done making changes/adding columns, click "Next".
- Please review all subsequent screens and click "Next" if they meet with your approval.
- You will see your new entry in the "Drag (map) Fields from here...", on the left side under the "Col" entry will be the column where the import map will be looking for the information to import on your spreadsheet.
- It is very important that the column number that is listed in there matches the column number over from the left on your spreadsheet. For example, if it indicated that it will be the 6th column over on your new import map area, it must be the 6th column over on your spreadsheet.
- Please review the information located in the right window that contains the "Map to Field/Destination", "Mapped Import Field/Column/Value" and "Col" columns.
- If your information is correct, click on "Next".

18. Please review all subsequent screens and click "Next" if they meet with your approval.

19. Click on "Finish".

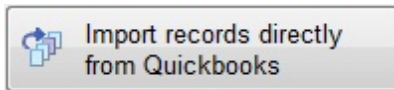
20.1.2 Quickbooks Import Wizard

Quickbooks Import Wizard

To begin the Quickbooks import click on:

Click on "**Import New Tax Forms**"

Click on "**Import Records Directly From Quickbooks**"



This will begin the Quickbooks import process.

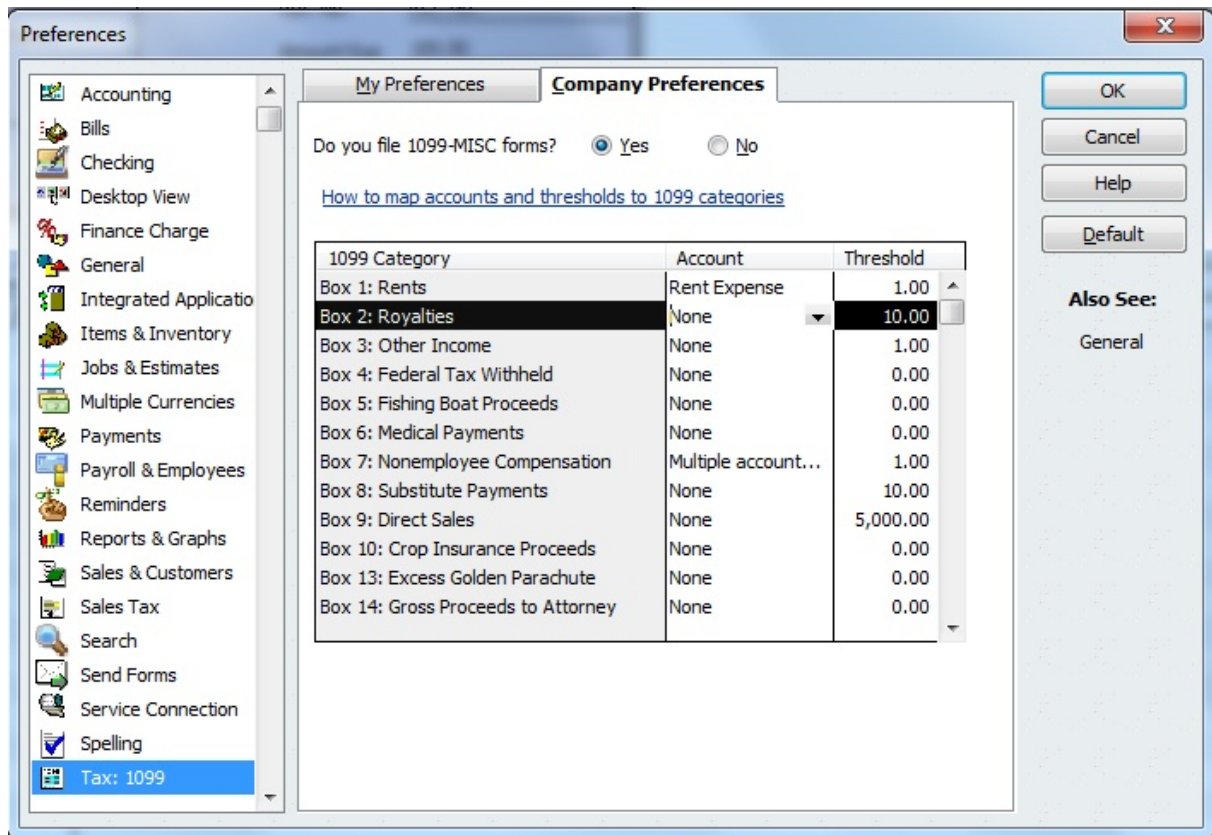
Click "**Next**"

Note: Before proceeding please begin the Quickbooks software and log in with a user account that has Administrative credentials.

Click on "**Connect to Quickbooks**",

Note: If this is your first time importing information from Quickbooks please switch over to the Quickbooks software, you should be asked what options to choose when allowing the 1099 Pro software to connect to Quickbooks.

- Please choose the options, "Yes, always; allow access even if Quickbooks is not running".
- Check the box that indicates, "Allow this application to access personal data such as Social Security Numbers and customer credit card information".



20.1.3 Country Codes Table

Country Codes Table

When you are adding or changing information in a tax form you have the option of setting the address type for the recipient address.

Your options are as follows:

- USA
- Canada
- Other



If you select "Other", the Select Country Code screen appears. The list of country codes are consistent with the list of codes on the IRS's website at <http://www.irs.gov/instructions/i1042s/ar02.html>. Select the appropriate code from the list then click the "select" button or click "cancel" to go back to the tax form screen.

20.1.4 Country Alias

Country Alias and Validation Options

1099 Pro supports custom country name and validation options during the import process. This is useful in situations where the code you use for a particular country does not match the one used by the IRS. Such an example would be if you used "JPN" to represent Japan; this country code would not be recognized during import since the IRS country code for Japan is "JP". In order to correct this error, 1099 Pro allows you to create alias for any country in the IRS database.

Example:

Lets take the example above:

1. On the initial import attempt, 1099 Pro generates an "Invalid Country" warning.

1099 Pro for 2006 Enterprise/SQL - [View/Fix Import Session Records]

File Reports Forms IRS Utilities Help

Edit, Post, or Abandon 1099-MISC Imported Records
Correct errors before final posting of these records.

Session 3 (all logs), loaded 10/24/06 at 2:24PM. Records to Process: 12 out of 12.

Primary Identifier	Secondary Identifier	Status/Validation	Error Messages (blank means no errors)
144221027	AC# 03	Warnings	Invalid Country
123-22-1002	AC# 05	ok	
123-22-1031	AC# 06	ok	
123-22-1032	AC# 04	ok	
123-22-1033	AC# 01	ok	
123-22-1049	AC# 07	ok	
123-22-1050	AC# 15	ok	
555-22-1234	AC# 56	ok	
555-33-1234	AC# 73	ok	
77-7441233	AC# 32	ok	
77-7441234	AC# 38	ok	
95-1234567	AC# 02	ok	

Import Record Update Options

Change/Fix selected record

Delete/remove selected record

Country Alias/Validation Options

Update Country Alias File

Reapply Alias/Validation

Post this Session (complete the import) Help

Abandon this Session (discard these forms) Close

Browsing Records: Security: OFF Wednesday, October 25, 2006 8:46AM

2. On closer inspection we find that the country code "JPN" is invalid.

Update Records...

Data Field	Raw Value	Import Value	Field Errors or Warnings
Rcp TIN	144-22-1027	144-22-1027	
Last Name/Company	OSAKI	OSAKI	
First Name	JAMES	JAMES	
Name Line 2	% JANE OSAKI	% JANE OSAKI	
Address Type	o	O	
Address Deliv/Street	2-1-2 KASU, CHIYODA-KU	2-1-2 KASU, CHIYODA-KU	
Address Apt/Suite			
City	TOKYO 100-8974	TOKYO 100-8974	
State			
Zip			
Country	JPN	JPN	Invalid Country
Rcp Account	AC# 03	AC# 03	
2nd TIN Notice		Box is Not Checked	
Box 1 Amount	428	428.00	
Box 2 Amount	1000.01	1000.01	
Box 3 Amount	3499.99	3499.99	
Box 4 Amount	3499.99	3499.99	
Box 5 Amount	4249.99	4249.99	
Box 6 Amount	4049.99	4049.99	
Box 7 Amount	700.01	700.01	

Overall Tax Form Validation Errors and/or Warnings: (none)

Save Cancel Help

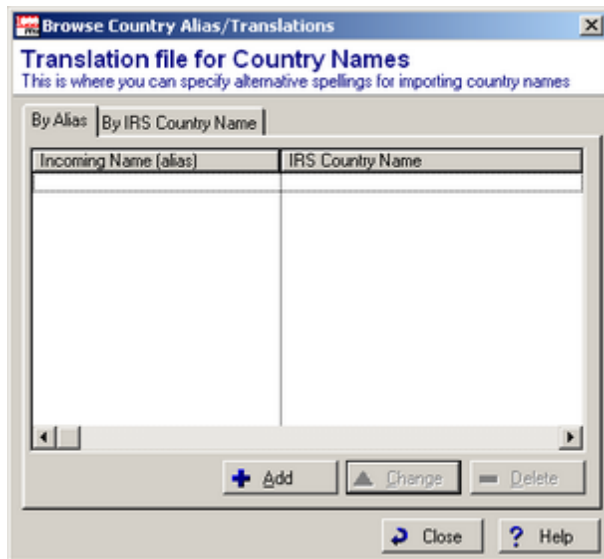
3. To correct this we can use the "Country Alias/Validation Options".

Country Alias/Validation Options

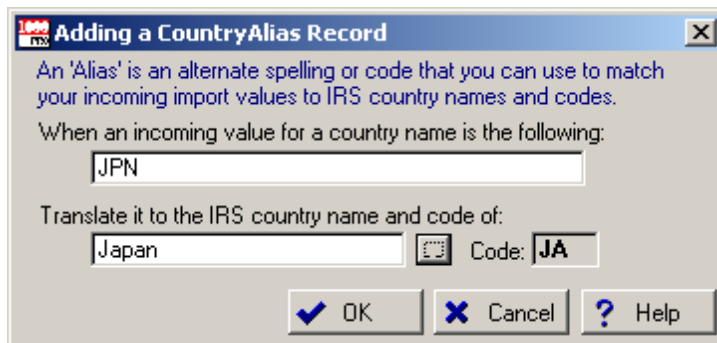
Update Country Alias File

Reapply Alias/Validation

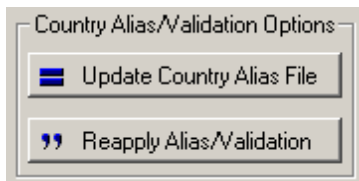
4. Click on the "Update Country Alias File" button to add "JPN" as an alias country code for Japan.
5. At the "Browse Country Alias/Translations" window you will see a list of all of the current country alias, if any exist. To create a new alias, click on the "Add" button.



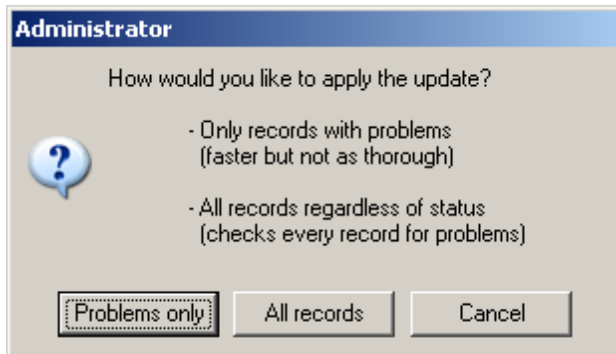
6. At the "Adding a Country Alias Record" window, type the alias that you are currently using (in this case JPN) in the first box (top). On the second box (bottom) enter the name of the country or click on the "..." (ellipsis) for a complete list of IRS country names and codes. With your alias and corresponding IRS country code selected, click on the "OK" button.



7. Now that you have your alias configured, click on the "Close" button on the Browse Country Alias/ Translation window to return to the import wizard.
8. You can now click on the "Reapply Alias/Validation" button to allow 1099 Pro to use your new country code alias.



9. After clicking on the "Reapply Alias/Validation" button, 1099 Pro will ask how you would like to apply your alias/translations. You can apply them to all records or records with problems only.



10. Once your aliases/validations have been applied, 1099 Pro will be able to properly translate "JPN" to Japan or "JP" and the "Invalid Country" warning will be removed.

1099 Pro for 2006 Enterprise/SQL - [View/Fix Import Session Records]

File Reports Forms IRS Utilities Help

Current File: CALABASAS
95-4185342
1099 Pro, Inc.
Select File

Edit, Post, or Abandon 1099-MISC Imported Records
Correct errors before final posting of these records.

Session 3 (all logs), loaded 10/25/06 at 9:38AM. Records to Process: 12 out of 12.

Primary Identifier	Secondary Identifier	Status/Validation	Error Messages (blank means no errors)
123-22-1002	AC# 05	ok	
123-22-1031	AC# 06	ok	
123-22-1032	AC# 04	ok	
123-22-1033	AC# 01	ok	
123-22-1049	AC# 07	ok	
123-22-1050	AC# 15	ok	
144221027	AC# 03	ok	
555-22-1234	AC# 56	ok	
555-33-1234	AC# 73	ok	
77-7441233	AC# 32	ok	
77-7441234	AC# 38	ok	
95-1234567	AC# 02	ok	

Forms & Printing

- Browse, Enter & Edit
- Print Tax Forms
- Form Totals Reports
- More IRS Forms & Info

Filing & Corrections

- File via 1096 (paper)
- File via e-File or disk
- Correcting Filed Forms

Service Bureau

General Options

- Filers List
- Recipients List
- W-9/B Notices
- Import Forms
- Export Forms

Import Record Update Options

- Change/Fix selected record
- Delete/remove selected record

Country Alias/Validation Options

- Update Country Alias File
- Reapply Alias/Validation

Post this Session (complete the import) **Help**

Abandon this Session (discard these forms) **Close**

Browsing Records Security: OFF Wednesday, October 25, 2006 10:14AM

20.1.5 Import File Conventions

Import File Conventions

For a smooth import please thoroughly review these conventions PRIOR to creating your import file. The order of data fields is not important and it's OK to have extra fields that won't be included in your import file (e.g., phone number, date of birth, etc.).

- **Rcp TIN:** Enter dashes in [TINs](#) to differentiate SSNs and EINs. This is a required field.
- **Last Name/Company:** Enter Company if Recipient TIN is an EIN. Enter Last Name if Recipient TIN is an SSN. This is a required field.
- **First Name:** Enter First Name only if Recipient TIN is an SSN. If Recipient TIN is an EIN then we recommend you leave this field blank.
- **Address Type:** Leave blank for US addresses, Optionally, enter "C" for Canada to validate the Canadian Postal Code format and or "O" (not 0) for foreign addresses to turn on country address formatting. [See Country Codes Table for more information](#)
- **Address Deliv /Street:** This field is imported separately during import .
- **Address Apt/Suite:** This field is imported separately during import .

- **City:** US and Canadian addresses enter city. Foreign addresses only enter city, country and postal codes.
- **State:** US and Canadian states enter 2 letter abbreviation.
- **Zip:** US and Canadian addresses enter postal codes. Foreign addresses enter postal codes in City field.
- **Canadian Postal Codes:** Required [format](#) is letter-number-letter, a space, then number-letter-number. For example, "C3H 4W9" is a valid Canadian postal code.
- **Country:** 1099 Pro contains a map-by-name column called "Country" that can contain the following:
 - **A country name:** This is matched against the country file, and if a match is found, it assigns the proper country code to the form. (e.g. Japan)
 - **An alias for a country name:** If a match is found for an alias, it will convert it to the proper country name. (e.g. You may setup "FR" as an alias for France)
 - **A country code:** and, optionally, one of the internal country key values for cases where there are multiple names associated with one code (ex., 'UK' can be 'United Kingdom', 'England', 'Scotland', 'Wales', etc.). The format is a two character country code, a slash and then the country key (if any). The country file is arranged so that if there is no key being imported, it will use the most inclusive/generic country name. Examples: 'UK' translates to 'United Kingdom', as would 'UK/0' or 'UK/1' 'UK/2' = 'Great Britain' 'UK/3' = 'Northern Ireland' ... and so on. The country name may also be spelled out however the spelling must match what is displayed in the list of acceptable country names in the 1042-S Instructions listed on the IRS's website. For more information, refer to the Instructions for 1042-S from the IRS Website at <http://www.irs.gov>. The last few pages of the 1042-S form instructions have both the country name & country codes in the section entitled "Country Codes"
- **Check boxes:** Enter "Y", "1", "X" or "T" to mark the checkbox. Enter "N", "0" (zero), "F" or leave the field blank to not mark the checkbox. Values are not case sensitive. Applies to all check boxes including the 2nd TIN Notice checkbox.
 - **Form 1099-A:** A blank in box 5 automatically results in the "No" box being checked.
- **Dates:** Required format is MM/DD/YYYY. Unacceptable formats include: (Jan 3, 2014 and January 3, 2014.)
- **Dollar Amounts:** Do not use commas or dollar signs (i.e., use 1250.00, not \$1,250). Decimals are not assumed if none are contained in the amounts (e.g., 1250 imports as \$1,250). An import of 1250.0000 (Access or double precision databases) imports as \$1,250. While error checking is performed on dollar signs and commas, it is NOT performed on the actual dollar amounts.
- **Multiple Import Fields:** Boxes on some form types allow for multiple import fields. For example, Form 5498 has five check boxes in box 7.

Note: You may receive an error during import or while manually entering a form if you've indicated an incorrect Address Type of: For Example: "C" for Canada and Country Code of "JA" for Japan. To fix this, during an import of data abandon the import at the "Edit, Post or Abandon Import Records" screen, then go back and edit your data file to reflect the proper Address Type for the Country. Test by re-importing your file. You may also manually correct the error upon importing and posting your data by highlighting the problem record and clicking on the "Change/Fix selected record" button. If you are manually entering

a form then highlight that form in the Enter, Update & View screen, click the "change" button, then modify the Country code and/or Address Type to reflect the proper combination then save the record by clicking on the "Save" button.

20.1.6 Drag and drop methods

Drag and Drop Methods

Drag & Drop Import Method

Use if your import file contains your own unique headers or no headers at all. Click on a field from the Available Input Fields and drag it across to the matching field in the Input Field list. Repeat this procedure until all of the necessary fields have been assigned. If the wrong field is accidentally assigned, double left click the mouse on the incorrect field on the Input Field and the information is removed. Then drag the correct field from the Available Input Field to the Input Field.

For more information see the Import Wizard and Map By Name topics.

20.1.7 Map by Name

Map by Name

To perform manual Map By Name

1. At the "Map the import Fields/Columns to your..." area of the [Delimited Import Map Wizard](#) use the [Drag & Drop](#) method to map fields.
 - Drag the *Combined City/St/Zip* Available Input Field to the *Combined City/St/Zip* Input Field. Do not drag it to the individual *City*, *State* and *Zip* fields. Performed correctly, (Combined City/St/Zip) appears at each of the individual *City*, *State* and *Zip* fields. The parentheses indicate a successful mapping.
 - Drag the *Address Delivery/St* available Input Field to the *Address Delivery/St* Input Field. Then drag the *Address Apt/Suite* available Input Field to the *Address Apt/Suite* Input Field. Performed correctly, Address Delivery/St+ appears at the *Address Delivery/St* Input Field only. The plus sign indicates *Address Lines 1 & 2* have merged for a successful mapping.
 - Drag all other fields as normal.

Header Records

Sample import files utilize header records for an easy [Map By Name](#) import. Header records describe a field of data. For example, row 1 of the 1099MISC.TAB sample import file is composed entirely of header records (i.e., *Recipient TIN*, *Last name/Company*, *First name* and so on). Header records are not case sensitive.

Users are encouraged to incorporate header records from the sample import file into their own import file. This ensures an easy Map By Name import. If using your own header records or none use the [Drag & Drop](#) method.

20.1.8 Sample Import Files

Sample Import Files

Instructions for trouble free creation of your Forms Import File:

We strongly recommend all 1099 Pro users to Check out the sample Excel sheets called XLS Data

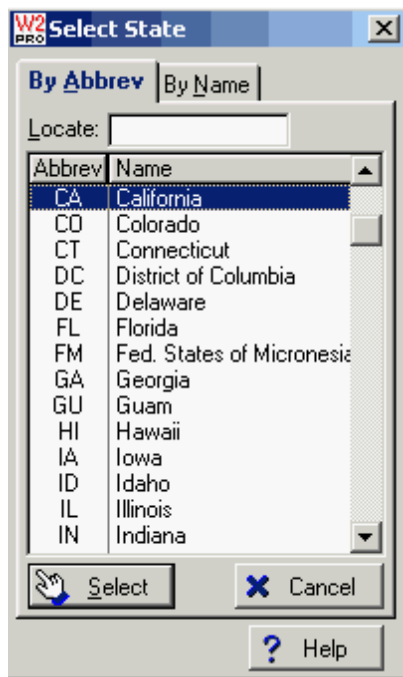
Shells provided in the Import folder of your 1099 Pro software folder. What you need to do is copy your data under the respective field names provided in the Excel sheet. The following example should give you a brief idea of the procedure you need to follow:

1. Access your 1099 Pro software folder (Default <%DEFAULTPATH%>). In this folder you need to access another folder called Imports.
2. In the Imports folder, double-click on XLS Data Shells and in XLS Data Shells Double-Click on the Excel sheet called 1099-Misc.
3. Copy the first row containing all the field names onto a brand new Excel sheet. Then copy your relevant data under the respective field names.
4. Go through Import File Conventions* completely before you go to the Next step.
5. Save this excel sheet as a Text Tab Delimited file. This file is now ready to be imported into the software.

20.1.9 States Code Table

States Code Table

When you add or change information in a tax form, the Employees' master list, or Employers' master list, you have the option of setting the State code via a list of state names and abbreviations. You can right-click on an existing State field in a tax form or an entry screen and select from the list of states. The list that appears on the screen is determined by the Address Type you have selected. For Example: If you choose an address type of USA, the list of states will appear. Selecting Canada will allow you to select a province, and other will allow you to select a country from the [Country Codes Table](#).



20.1.10 Import Status Overview

Import Status

Users must select an import status for their data in the first step of the import routine, [Import Data](#). Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session. Use the Import Session Report to review the status of records in an import session.

Import Status Overview

Loaded: Nothing has been done to the entire import other than the initial load.

In Process: Something has happened to logs (edit, posted, abandon, etc.), but there are still more records left.

Completed: All logs either posted, abandoned or reset. Nothing left to do.

Discarded: All logs abandoned or reset.

All Reset: All logs were posted, then reset.

Individual Logs (one per Filer) can have the following values:

Loaded: Nothing has been done to the records other than the initial load.

Updated: At least one of the records in import hold has been opened and saved, e.g., changes were possibly made. Re-applying validation, etc., will also trigger this status.

Partial: Some records were posted, some are still left.

Imported: All records were posted, processing completed.

Imp/Disc: Some records were posted, the rest were abandoned, so processing still completed.

Abandoned: All records for the log were abandoned, none imported.

Reset/Void: A completed import was reset, removing the posted records from the database. Records only removed if their status has not changed since they were posted. Records that have had their status upgraded (e.g., Pending to Printed or Filed) are NOT removed.

20.2 Converting From Excel Formats

Converting From Excel Formats

Excel Spreadsheet Files

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select [TAB], [CR LF] and Double Quotes as your delimiters in the Import Wizard. .TAB files will not display at the "Open" screen in Excel unless "All Files (*.*)" is selected at the "Files of Type" field.

Comma Quote Delimited Files

In a database program such as Microsoft Access save your file in .CSV (Comma Separated Values) format. To import .CSV files select Double Quotes and Comma as your delimiters in the Import Wizard

or the import will fail. Examples of acceptable .CSV file formats (note formatting of dollar amounts):

```
"Charlie","Tuna","100.00","555-55-5555","1525 Bruin Ave","Westwood","CA","90024"  
"Charlie","Tuna",100.00,"555-55-5555","1525 Bruin Ave","Westwood","CA","90024"
```

Other Spreadsheet Files

In your program determine if files can be saved in .TXT (text) format. If difficulty is encountered, columns may be inserted between the existing columns and a "|" (pipe) may be entered as a delimiter. To import .TXT files select Pipe as your delimiter in the Import Wizard.

No Obvious Way to Create an Import File

If nothing else works, try printing your data to a file. A generic text driver that only prints text characters may be required. Import that file into a spreadsheet, parse the various columns and then import into 1099 Pro.

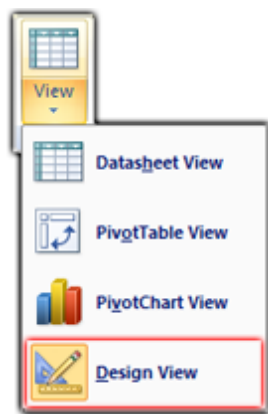
20.3 Microsoft Access 2007 Rollup Procedure

Microsoft Access Roll up Procedure for Microsoft Office 2007

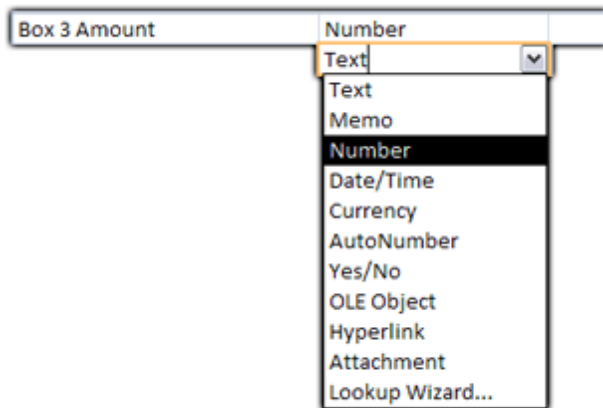
This procedure will walk you through the process of aggregating information for multiple tax forms located on one spreadsheet and combining them all into one sheet. This walk though can be useful if you are exporting information from multiple databases, and several of them have information for the same recipient. 1099 Pro does not supply customers with Microsoft Office 2007, or Microsoft Access 2007. Microsoft Access Rollup Procedure for Microsoft Office 2007. You will need tax form information in an existing Excel spreadsheet prior to beginning this tutorial.

1. Start Microsoft access 2007.
2. Click on "Blank Database" and name it something appropriate. If necessary select an alternate location to save your database file to.
3. Click on the "External Data" tab.
4. Click on "Excel" over the "Import" area.
5. Click on "Browse" and you will be given the option to locate the excel file that you would like to import. Make sure the option "Import the source data into a new table in the current database" is selected.
6. You will then be presented with a screen showing you everything in your spreadsheet divided by columns. It is HIGHLY recommended that you use headers for your columns in excel, and you select the option "First Row Contains Column Headings".
7. Once you have verified that the information appears correct, click on the "Next" button to proceed.
8. Now you will be presented with a screen that will allow you to choose what type of information each column contains, go through the list, and then click on "Next" to continue.
9. On the next screen, you will be prompted to choose which field will be used as a primary key; we recommend letting access choose the primary key. Once you are done, click "Next" to continue.

10. You will then be asked to name the table that you have created, and then click on "Finish".
11. You will be prompted to save the import steps that you used to create this table. If you would like to, click the "Save Import steps" checkbox. Otherwise click "Close".
12. You will then be brought back to your MS access screen; right click on the "Tab" labeled "Table 1" and click close.
13. Now double click on the table name for the table you created in order to open the table.
14. With you table open, right click on the table name under the "All Tables" drop down menu on the left hand side, and click on "Design View".

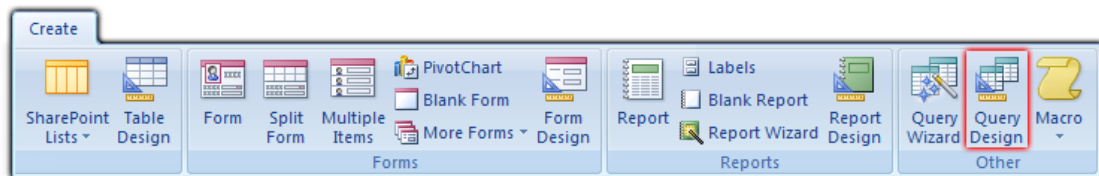


15. You will then be shown 3 columns: Field Name, Data Type and Description.
16. Under the "Field Name" column, you will find each of the boxes from your imported spreadsheet.
17. Under "Data Type" you will see how MS Access sees the information in the boxes to the left.
18. Here you will have to see if any of the boxes that you have imported have been imported as the incorrect data type. It is necessary that all boxes that you would like to be aggregated be marked as "Number". The program will generate errors when aggregating the forms if you have the incorrect data type associated for a box type.



19. Under “Description” you can put any notes that you would like to associate with that box; this will not impact your forms in any way.

20. Now click on the “Create” tab, and then click on “Query Design”.



21. You will see a list containing your table on it. With your table highlighted, click on “Add”.

22. You will then see a window with your table information open in it. You may now click on “Close” to close the “Show Table” screen.

23. You must now drag and drop the header names from within the query window into the “Field” area on the bottom of the screen. You must drag and drop each header that you want to appear in the export into the field area on the bottom of the screen.

24. Once this is done, for each box area where you would like the amounts to be aggregated, click on the “Totals” area underneath the desired box and select “Sum”.

25. For all areas that should have their information combined, leave the “Totals” area at “Group by”. This will combine their fields, and this is what should be used for things like TIN, Address types, etc.

26. Once you are done, click on the “Run” icon.

27. If everything was entered correctly, you will be presented with a combination of all your matching forms as well as the totals for all the boxes where the prior information matched identically. If “Sum” was chosen for an area that could not be “Summed” (I.E. Form Category), you will receive the following error message:

28. Once that is done, you will be presented with a new object that contains all the information that you chose to aggregate.

29. You can now click on the “External Data” tab, and over the “Export” area, click on “Text File”.
30. It is not recommended that you select any of the options on this page. You will be given further options once you have clicked “Ok”.
31. You will now see all your information in the “Sample Export Format” window. In addition to this, you will be given the option to save your text file as a “Delimited” or “Fixed Width”. It is recommended that you choose “Delimited” file. Click “Next” to continue.
32. You will now be given the choice of what delimiter will be used. It is recommended that you use the “Tab” delimiter. Also select “Include Field Names on First Row” and change the “Text Quantifier” to “None”, and click “Next” to continue.
33. You will now be given the chance to name your file; it is suggested that you name the file that will easily identify it, and click “Finish”. If you plan on creating many of these types of files, it is recommended that you select the option to “Save Export Steps” and choose a name that will easily identify the delimited text file creation process.

20.4 Delimiters

Delimiters

A Delimiter is defined as a character used to indicate the beginning and end of a data string. Delimiters can be commas, periods, tabs, spaces, and even quotes. You will need to specify delimiters for your import file. Upon correctly setting delimiters, each field of your header record should appear on a different line at the Import Data Delimiter screen. If your data displays in one long row or contains strange characters the wrong delimiter was used. Select the appropriate delimiter to correct this problem.

File Format Choices

- **Standard Tab Delimited:** Works with all .TAB sample import files and standard .TAB files.
- **Standard Comma Delimited (CSV):** Works with comma separated value (CSV) files.
- **Pipe:** Works with pipe delimited "|" values.

20.5 Import Session Report

Import Session Report

The Import Session report details all records in the selected import session.

To generate this report

1. On the [task panel](#) select General Options and the Importing Forms icon.
2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "View/Print Session Report" button. Click "Yes" to preview the report.

Reset Import Session

Resetting an import session voids (deletes) all records. The only exception is if some records from a pending import session have been upgraded to filed status. Those records would not be voided. Voiding an import session does not delete recipient information from the master recipient database.

To reset session

1. On the [task panel](#) select General Options and then the Import Forms icon.

2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "Reset (Void) Session" button.
 - Only sessions with an Imported or Partial status are available for void.
3. The Administrator prompts to confirm the void. Click "Proceed with Reset/Void" to continue or "Cancel" to abort. Session status immediately updates to Voided.

20.6 Reject Imports

Reject Imports

Records that contain certain errors are automatically rejected for import. Reject errors include:

- Missing Last Name *and* TIN
- Field contains non-allowed negative amounts

If the correct information is available, users should exit the Import Post Wizard and fix the record at the Edit, Post or Abandon Records screen. If the correct information is not available, users may proceed with their import. The rejected record is held at the Completed & In-Process Import Sessions screen and may be fixed at a later time.

For more information on Warnings, Errors and Reject Errors see [Error & Validation Checking](#).

20.7 Review Import Session

Review Import Session

The second step of the import routine, Review Import Session, allows you to correct errors, delete records or abandon an import session.

To review import session

1. Verify you are at the Edit, Post or Abandon Imported Records screen. If you are not at this screen, access it by selecting your import session at the Completed and In-Process Import Session window and clicking the "Continue with Session" button.*"
2. At the Edit, Post or Abandon Imported Records screen the Error Messages column lists any [errors or warnings](#). To correct an error highlight the record and click "Change". Make changes and click "OK". You are prompted to save changes to the record, click "OK". The error message should be removed.
 - Errors and/or warnings should be corrected, if possible, to ensure success in the final step of the import session.
 - If the Error Messages column is blank no errors are associated with the record.
3. If errors cannot be corrected (because the correct information is not available) you may either:
 - Click "Abandon This Session" to permanently delete all records. This deletes only these records from the import session; it does not delete other records in this session that have already been posted.
 - Click "Delete" to delete a single record.
 - Ignore errors and fix them later.
4. After making necessary edits and/or deletions click "Post This Session" to proceed to the final step

of the import routine, [Post Import Session](#).

- Remember, any record not posted in this session may be modified and/or posted at a later date; simply repeat the above steps!

20.8 Independent Contractor Reporting Overview

Independent Contractor Reporting Overview

The Independent Contractor Reporting (ICR) Service, offered by 1099 Pro Inc., provides a simple way for you to stay compliant with states that require that you inform them of payments that you make to contractors that your business hires. Many states have implemented such laws for the purpose of tracking and collecting child support & alimony from non-custodial parents. Because state laws change from year to year and because more states are adopting tracking and collection laws, compliance for businesses that do not have large legal staffs can be difficult. 1099 Pro's software solutions and web-based solutions such as ICR, help businesses stay compliant.

For a minimal fee, you can submit a single filing, hundreds of filings or thousands of filings to a state. Currently, our service supports filings with the state of California. However, we are diligently working to add support for more states within the coming months.

Using our service is very simple:

- Setup a FREE account online.
- Enter or upload your recipient information.
- Enter or upload your provider information.
- Add your filings to your shopping cart and pay for the submission of them.
- We take care of the rest.

As an added bonus, if you already use 1099 Pro software to file your 1099's, then taking advantage of our ICR Service is even easier as we can get the information for your ICR filings right from your 1099 Pro export files! For customers that want to use our ICR Service but that do not use 1099 Pro software for filing 1099's, you can manually enter information or you can upload comma/tab delimited files.

Visit our website at <http://www.1099icr.com> for more information. Existing 1099 Pro customers receive a discount and/or free filing when using this service.

20.9 Voiding an Import Session

Review Import Session

This section will allow you to void previously imported records. In order for records to be voided they must match their original status.

Session Reset Status and Confirmation

RESET Session 1555 -- 12 imported 1099-INT forms
Please read carefully before proceeding!

What happens when you reset an Import Session...

- ▶ All tax forms associated with this import have original import status (or were manually deleted) and will be deleted as result of the reset process.
- ▶ If this was a partial import, all records still in the import hold file are also deleted.

What does NOT happen when you reset an Import Session...

- ▶ Recipient records added or changed during the import are NOT deleted or rolled back. If you wish to remove them, that must be done separately.

Form totals for each Status level for each Log within this Import Session

Log Id	PCode	Rec Count	Form Status	Result
1	_LC	12	Pending	Status same as importe

☒ Proceed with ResetVoid
 ☐ Cancel

20.10 Importing from QuickBooks™

Importing from QuickBooks™

1099 Pro software can now import information directly from QuickBooks software. To do so, please follow the instructions below. *Note: We recommend that you always import information from the most up-to-date version of the QuickBooks software available.*

1. Launch QuickBooks. and your 1099 Pro software.
2. Click on "Import new Tax Forms".
3. Click on "Begin a new QuickBooks Import Process".
4. Click on "Next".
5. Click on "Connect to QuickBooks".
6. Open the QuickBooks software.
7. Choose the options, "Yes, always; allow access even if QuickBooks is not running".
8. Check the box that indicates, "Allow this application to access personal data such as Social Security Numbers and customer credit card information".

9. Click on "Continue...".
10. Click on "Done". 1099 Pro will now open and inform you that the connection was successful. Click on "Ok".
11. Click on "Next".
12. Click on "Select Filer" and choose the Filer where the 1099-Misc information from QuickBooks will be imported.
13. Make sure the Filer you want is selected and click "Select".
14. Click "Next".
15. Click "Load QuickBooks Data Now".
16. You should receive a message that indicates that "QuickBooks data successfully loaded". Click "Ok".
17. Click "Next".
18. You will now see a preview of all the information that will be imported from QuickBooks into the 1099 Pro software. Options Include:
 - a. Skip forms with errors?: Select this option to skip any records with errors (Note: There is a errors column where records with errors are noted.)
 - b. Skip forms with Warnings?: Select this option to skip any records with errors (Note: There is a warnings column where records with errors are noted.)
 - c. Combine forms by TaxID: Select this option to combine multiple tax forms with the same TaxId into one form.
 - d. Use Company Name? : Select this option to import the companies' vendor name when creating the form. If this is not selected, the vendor's first name and last name will be used.
19. As long as this information looks acceptable to you click on "Finish".
20. You can now view a report of all the forms imported by clicking on "Report" or simply click "Exit" from the administration warning screen.
21. Once you are done reviewing your information or have exited you can click on "Work with my Tax Forms" to review the information that you've just imported.

Troubleshooting

If you receive an error stating that the 1099 Pro software could not establish a connection to Quickbooks, take the following steps:

1. Click on the start button.
2. Right click on "Computer"
3. Click on "Manage"
4. Expand "Services and Applications"
5. Click on "Services"
6. Scroll down to QuickbooksDB21 and right click on it.
7. Click "Properties"
8. On the startup type drop down change it to "Automatic" and click ok.
9. Try connecting via the 1099 Pro software again.

21 Printed

Printed

All records are assigned a print status that determines their position in the filing cycle. A printed record is available for inclusion in a 1096 transmittal. To edit a *printed* record you must first reset its print status to pending.

See [Print Status](#) topic.

21.1 Print sessions

Print Sessions

A print session is any batch of records with a Printed or Filed 1096 print status.

See [Print Status](#) topic.

22 Printing Overview

Printing Overview

Print Tax Forms

The 1099 Pro Print Wizard simplifies the printing routine; print to preprinted laser forms or blank stock. See [Print Tax Forms Wizard](#) for more information.

Quick Print

1099 Pro makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

See [Quick Print](#) for more information.

Print Status

1099 Pro assigns a print status to all records. To determine a record's status go to the ["Work with My Tax Forms"](#) screen and refer to the Status column.

See [Print Status](#) for more information.

Margin Alignments

Alignment Adjustments when printing to Blank Stock

Alignment adjustments can be made when printing to blank stock. After choosing blank stock you can select [Advanced Print Options](#) at the "Ready to Print" summary screen.

Pre-Printed Forms Address Alignment

The Print Wizard offers the opportunity to print a test alignment, and adjust margins accordingly, prior to printing your forms. A test alignment to a blank sheet of paper is a smart way to minimize form waste.

See [Troubleshooting Margin Alignments](#)

PCL Printing

Please contact [Technical Support](#) for more information about this feature.
See High-speed [PCL printing](#) is designed for printing thousands of forms.

Reprint Records

1099 Pro makes it easy to reprint an individual record from a [print session](#).
See [Reprinting Records](#) for more information.

Reprint Print Sessions

1099 Pro makes it easy to reprint a [print session](#).
See [Reprinting Print Sessions](#) for more information

Reset Print Sessions

Only [print sessions](#) with a printed* status may be reset. Resetting a session will reset ALL records to pending status. To reset an individual record see [Print Status](#).
See [Reset Print Sessions](#) for more information.

Printing IRS Instructions Sheets

Your 1099 Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites.
See [Printing Blank Forms](#) for more information

Troubleshooting Printer Issues

1099 Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.
See [Trouble-Shooting Printer Issues](#) for more information

Form Limits

1099 Pro now contains a feature called Form Session Limits which provides extra filtering options when printing forms.
See [Form Limits](#) for more information

PDF File Generation

Creating PDF files is fast and easy. For Example: You want to E-Mail or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.
See [Initial PDF Options](#) for more information.

Advanced Print Options

1099 Pro offers an Advanced Print Option to allow you to shift the position of the Filer and Recipient Addresses either vertically or horizontally on a printed recipient copy and also force an "X" into the "Corrected" and VOID boxes on the form. These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.
See [Advanced Print Options](#) for more information.

22.1 Advanced Print Options

Advanced Print Options

1099 Pro offers an Advanced Print Option to allow you to shift the position of the Filer and Recipient Addresses either vertically or horizontally on a pre-printed recipient copy and also force an "X" into the "Corrected" and VOID boxes on the form. These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.

Normally, a Filer will issue a form in January, and the information on that form will not change again -- it will simply be filed with the IRS later in February or March. Sometimes, though, the Recipient may have been sent erroneous information or simply need to have an address changed. If the form has not been filed with the IRS yet, the Filer will only need to correct the information in 1099 Pro and issue a new, revised form to the Recipient.

22.1.1 Inserting a Custom Print Message

Inserting a Custom Print Message

Why would I want to do this?

This is an optional task that allows you to notify your recipients with a custom message such as "Revised & Re-Issued" or "Corrected and Re-Issued" on the form. This way they have some indication of what was done whether it was a correction to a SSN number for example or a confirmation of an address change.

To select or enter a message, or force an "X" to be printed:

1. "The Special Options for this run only" tab allows you to specify an optional message to be printed on all Recipient copies for the print run. For your convenience, 1099 pro provides a number of built-in messages, such as:
 - * Re-issued Form *
 - * Revised and Re-Issued *
 - * Corrected and Re-issued *
 - * Replacement Copy *
 - * Duplicate copy per request *
2. You may also force an "X" to be printed in the corrected box for the forms by placing a check mark in this option. For the few recipient copies that have a VOID box on them (most forms don't), you can force an "X" to be printed in that box as well.

22.1.2 Forcing an X

Forcing an X

Why would I want an 'X' in the Corrected box?

Many people regard these revised, re-issued forms as a correction, and want to have that box checked to help indicate to the Recipient that the new form has the correct information on it. The Advanced Options will let you do that. What's important to understand is that the IRS does NOT regard this a correction. Since the information has not been filed with them yet, they neither know nor care how many versions of

a form have been issued and/or reissued before they get the final information. Regarding formal IRS corrections (i.e., a correction to information AFTER it has been submitted to the IRS) The IRS has very strict rules about which forms should have the Corrected and/or Void boxes checked. That's why the Advanced Options are only available for forms that go to the Recipient -- send the IRS an *original* form with the Corrected box checked and it will probably be rejected.

To enter a message, or force an "X" to be printed:

1. "The Special Options for this run only" tab allows you to specify an optional message to be printed on all Recipient copies for the print run. For your convenience, 1099 Pro provides a number of built-in messages, such as:
 - * Re-issued Form *
 - * Revised and Re-Issued *
 - * Corrected and Re-issued *
 - * Replacement Copy *
 - * Duplicate copy per request *
2. You may also force an "X" to be printed in the corrected box for the forms by placing a check mark in this option. For the few recipient copies that have a VOID box on them (most forms don't), you can force an "X" to be printed in that box as well.

Reminder: Printing an "X" in the Corrected or Void boxes is purely visual. Checking these boxes does NOT create a valid correction or VOID a form. These special options apply to the current print run only. If you need to use them for more than one print run, you must set them again each time.

22.1.3 Making Address Adjustments

Making Address Adjustments

Address adjustments are measured in hundredths of an inch from the default placement. For example, a change of ".25" would result in the address shifting down or to the right 1/4 of an inch.

To modify the position of the address vertically or horizontally:

1. Choose the form type in the Current Form drop down menu (above the Forms & Printing section)
2. Choose the method to be used for selecting the 1099 form to be printed.
3. Click on the "Begin Print Process button" in the Print Forms for Recipients and the IRS screen.
4. Select the print stock you will be printing on, whether pre-printed, or blank stock forms. Click "Next"
5. Choose a sort order. Click "Next" to continue
6. Choose whether to preview the forms for printing. Click "Next" to continue
7. On the summary screen you are then presented with a summary of your current printer, print options, paper type, total recipients, selected form, sort order and other information.

- a. The Advanced Print Options button appears in the middle of the summary screen. Click on "Advanced Print Options" button.
8. On the Address/Envelope Offsets tab, begin by modifying the values for vertical and horizontal adjustments using the arrows. As you make your adjustments, the adjustment title will turn **RED** indicating that your adjustments may be too large. When finished click "OK."
9. To close this window, validate all of your settings and click "OK" or to abandon your settings click "Cancel". If you have made Advanced Printer Option modifications then click "Print" to preview your changes and/or click "Print" to print the form.

22.2 Form Limits Overview

Form Limits Overview

1099 Pro now contains a feature called Form Session Limits which provides extra filtering options when printing forms.

Why would I want to use a Form Session Limits Filter?

Let's say you have a group of 1,000 forms that need to be printed. You have already set the print process to generate, "ALL Pending forms for the current filer", however, you want to go the extra step and filter "ALL Pending forms..." with a Zip code range of 90001 thru 90650 because your intention is to filter these forms and narrow them down to a specific county geographically within a large town or county. The Form Session Limits Filter will make this possible.

22.2.1 Enabling Form Limits Filter

Enabling Form Limits Filter

To enable the Form Session Limits Filter:

1. At the Enter, Update and View Screen where you can browse forms, click the Forms & Printing section on the [task panel](#) to the left side of the screen.
2. Click the "Print Tax Forms" icon. The software displays the Printing Tax Forms Screen where you can choose a printing method based on the criteria of your current selected form. Your criteria selections are listed as "Begin printing IRS approved tax forms":
 - ALL Pending Forms for the current filer
 - ALL Pending Forms for all filers
 - Manually select forms for the current filers
 - ALL Pending forms for Selected filers
3. Put a check mark in the box next to the description: Show me the optional extra filters for limiting the number of records that will be selected.

4. Click the "Begin Print Process" button to execute the command.

22.3 PDF File Generation Overview

PDF File Generation Overview

What is a PDF file?

PDF stands for Portable Document Format. It's a distribution format developed by the Adobe Corporation to allow electronic information to be transferred between various types of computers. The software which allows this transfer is called Acrobat. In order to view and print a PDF file you will first need to download and install a copy of the Adobe Acrobat Reader.

To download and install Acrobat Reader, please visit [Adobe](#).

[Adobe Acrobat Reader](#) may be installed in two different ways.

- As a plug-in to your browser, your PDF documents can be viewed directly in the browser window.
- As a stand-alone program, PDF files can be downloaded and viewed separately.

Why would I want to generate a PDF file?

Creating PDF files is fast and easy. For Example: You want to E-Mail or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition, you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.

I plan on E-Mailing my information over the Internet and I'm concerned about security. Does 1099 Pro generate PDF's that are secure?

1099 Pro offers the option to encrypt and password the PDF for security. This feature enables 1099 Pro to create and process encrypted PDF documents according to the Acrobat 5.0 standard. Encryption is commonly used to prevent unauthorized viewing, printing, editing, copying text from the document and doing annotations. You can then control how they are used. The "Standard Security" encryption feature of the PDF Library has been enhanced to provide 128-bit encryption support.

[Click here to see the options available for PDF printing](#)

22.3.1 Initial PDF Options

Initial PDF Options Window

Generate PDF Options

Generating PDF documents enables your organization to optimize the delivery of professional-looking, compliant documents. This feature, now available in 1099 Pro allows you print your reports to an encrypted PDF file which can also be password protected. Follow the steps below to generate a PDF file.

To generate a PDF from a tax form or a report:

1. On the [task panel](#) select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the method to select [pending](#) forms for print:
3. Click the "Begin Print Process" button to access the Print Wizard.
4. Select processing options for any records with [errors or warnings](#) at the Confirm Processing screen.
5. Select Printer and Paper Type:
 - a. Review the selected printer and change if necessary
 - b. Choose your *paper type*; [Preprinted](#) laser forms or [Blank](#) stock forms.
6. Select the copies you want to print.
 - a. The Combined Print option, available when printing to Blank stock, prints all recipient copies and instructions on one sheet of paper
7. Select a sort order to print forms:
8. Select "Yes to preview each selected copy type without asking me
9. Review print summary and if satisfied, click "Print" to begin printing.
10. As the Print Preview screen loads you will see icons in the upper right corner of the screen. (See image #1 below)
 - a. Make a PDF - converts the print job to a PDF document and prompts you to save this file to a location on your hard drive. The default location (<%DEFAULTPATH%>\PDF) You may also view a PDF which converts the print job to a PDF document and then starts Adobe Acrobat to view the file and finally, you can Password Protect a PDF which prompts you to password protect the file before generating it and then allows you to save to a location on your hard drive.

Click this button to begin the PDF generation process. The print screen will be displayed and then click ok to be taken directly to the PDF options screen.

(Image #1)



11. In addition you may use the "Search" feature to search for characters on any of the pages to be printed or use the "Toggle Stay after Printing" feature to keep the tax form or report preview on the screen.
12. When you are finished generating a PDF, indicate if forms are ready to send to the IRS:
 - a. Select "I haven't printed my red Copy A yet..." if you are still printing copies of these records.

These records have a [pending](#) status and are available for edits and further printing.

- b. Select "I have printed and verified my red Copy A forms..." after printing/approving all copies of these records. These records are assigned a [printed](#) status and are now ready to generate a 1096 transmittal.

13. Click "Finish" to exit the Print Wizard.

22.4 Printing Blank Forms Overview

Printing Blank Forms Overview

Your 1099 Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites. All documents are in PDF format and require Acrobat Reader to be viewed or printed. Download Acrobat Reader for free at www.adobe.com.

See [View & Print IRS Tax Forms & Instructions](#)

22.4.1 Print IRS Form & Instructions

Print IRS Form & Instructions

To view local files

1. On the [task panel](#) click "Forms & Printing" section and the More IRS Forms & Info icon.
2. At the Printing Blank Forms & Instructions screen set the Current View to "Local files installed on my machine".
3. Highlight a PDF document and click "View the Selected Form". The selected file opens automatically in Acrobat Reader.

To view files on internet

1. Verify you have an active internet connection.
2. On the [task panel](#) click Forms & Printing and the More IRS Forms & Info icon.
3. At the Printing Blank Forms & Instructions screen set the Current View to "Web Files on IRS/SSA sites".
4. Highlight a PDF document and click "View the Selected Form". The selected file opens automatically in Acrobat Reader.

The 1096 Annual Summary & Transmittal of U.S. Informational Returns is provided for informational purposes only. Do not send a black and white printout of Form 1096 to the IRS; they require it be pre-printed with a special red ink.

22.5 Email: Emailing tax forms

Email:Emailing Tax Forms

The 1099 Pro software allows you to email a password protected, PDF version of a "Combined for

Recipient" or "Pressure Seal/Alternate Combined Layout" version of the tax form; please see below for additional explanations on the options available to you.

Note: The 1099 Pro software will use the default mailing client for your computer; if you do not have a default mailing client setup then you will be unable to send PDF documents to your recipients through the 1099 Pro software.

Note: If you do not have a default email client please click [here](#) for more information.

Send the tax form to: enter the email address of the individual that you would like to send the PDF to.

(**Note:** Only one recipient can be designated in the email address entry field.)

Set the email as High Priority: This option will flag the email as high priority in the recipients inbox when it is received.

Encryption Password: When the email is received by your recipient they will have to enter a password to open it, you can manually enter the password the recipient will have to enter when opening the PDF here.

Note: By default that password is the first five numbers of their social security number, a hyphen, and then the first five numbers of their zip code.

Note: The recipient email field can be brought in via import in the "Rcp Email" field.

Type of encryption: The encryption is how complex a file is transformed using an algorithm (called a cipher) to make it unreadable to anyone except those possessing special knowledge, usually referred to as a key. the higher the level of encryption you choose the more difficult it will be for wrong person to open should they attain the document, but high levels of encryption also require more sophisticated software to open, if you choose too high a level of encryption your recipient may not be able to open the software.

Choose the format for the PDF Tax Form: Clicking on "Standard Combined" will utilize the "Standard Combined Layout" that's commonly associated with printing to blank stock, clicking the "Select a PS/ACL Layout" button will then prompt you to choose one of the Alternate Combined Layout or Pressure Seal formats to print in.

Set Advanced Print Options: Clicking this button will allow you to toggle the following options.

- o Forcing an X in the "Corrected" checkbox.
- o Forcing an X in the "Void" box (Not visible on all forms.
- o Putting 0.00 instead of leaving amount boxes with no dollar amounts blank.
- o Entering optional message information that will print along the top of the form.

Print Driver: This is for advanced users only, if you would like to print the PDF as defined by a different printers driver please click this button and choose the alternate printer.

File Folder: By default the PDF generated by this process will be placed in the PDF directory in the installation folder for the software, if you would like to chose an alternate location please click this button and navigate to that location.

Preview PDF (requires the password!): This will allow you to preview the PDF before it is sent, to make sure that it looks appropriate before the recipient sees it.

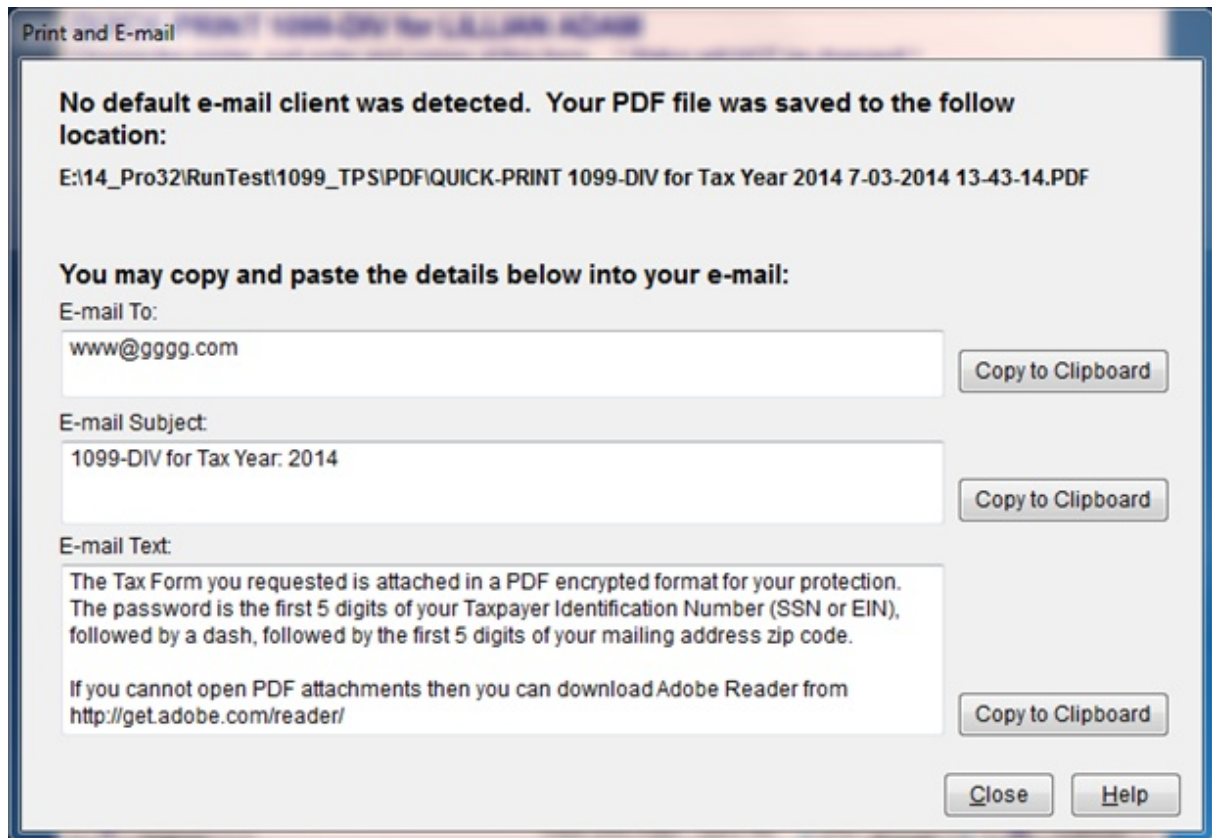
Create PDF and email message: Clicking this button will generate the PDF and attach it to an email with the recipient's email address already entered using your default email client.

22.6 Email: No email client

Email: No email client detected

If you do not have a default email client setup (Examples: Microsoft Outlook, Mozilla Thunderbird, gmail.) you will see the below image letting you know where a PDF version of the tax form you were going to

send will be saved, the email address it was going to, the subject line for the aforementioned email and the text.



22.7 Assigning a Printed Status

Assigning a Printed Status

Select this option after printing and approving all copies of these records (including Copy A). These records are assigned a [printed](#) status and are now ready to generate a 1096 transmittal or electronic file.

[Print Status Overview](#)

22.8 Field Sizes

Field Sizes

Listed below are the maximum number of characters that will print in the respective field. In some fields, 1099 Pro may allow the entry of more characters than will actually print.

The maximum printable characters is assumed numeric unless otherwise stated. Some field sizes are

dependent on the selected address type; USA, Canada or Other (foreign, not Canada).

Filer Data

Location Code/Establishment No. = 4

Filer Name = 36

Filer Name 2 = 36

Address 1 = 36

Address 2 = 36

City = 21

State = 2

ZIP = 9

Department = 6

Contact Name = 24

Phone Number = 10

Extension = 5

RTN = 9

Fax Number = 10

E-Mail = 40

Recipient Data

If using an **SSN**:

First Name = 40

Last Name = 40

Name Line 2 = 40

If using an **EIN**:

Company = 40

Name Line 2 = 40

State ID Numbers

State Abbreviation = 2

State ID Number = 14

Recipient Data

If using an **SSN**:

First Name = 40*

Last Name = 40*

Name Line 2 = 40*

If using an **EIN**:

First name = 40

Company = 40

Name Line 2 = 40

USA Address Type

Address = 40
Address 2 = 40
City = 21
State = 2
ZIP = 9

Canadian Address Type

Address = 40
Address 2 = 40
City = 21**
Province = 2
Postal = 6 (plus 1 space)

Other Address Type

Delivery/St. = 40
Other/loc. = 40
City/Postal = 40
E-Mail = 40
Account Number = 20

Optional Grouping Fields for Querying

Form Source = 12
Category = 6

*Note: *The First & Last Name fields print a combined maximum of 37 characters (plus one space) UNLESS the Last Name field contains 24 or more characters AND the First Name field contains 14 or more characters; then the First Name field prints only 1 character regardless of actual characters in that field. If there are 20 or more characters in the City field, "Canada" is automatically truncated to "Cana".*

Form Specific Data

All 1099 Forms:

Boxes containing dollar amounts allow a maximum of 12 numeric characters (e.g., 1,234,567,890.12).

Form 1098:

Box 5 = 58 text characters

1099-A:

Box 6 = 52 text characters

Form 1099-B:

Box 1b = 13 text characters
Box 5 = 26 text characters

1099-C:

Box 5 = 52 text characters

1099-DIV:

Box 7 = 16 text characters

Form 1099-INT:

Box 7 = 16 text characters

Form 1099-LTC:

Insured's Name = 32 text characters

Insured's Street Address = 32 text characters

Insured's City = 18 text characters

Form 1099-MISC:

Box 15a = 12 numeric characters

Box 15b = 12 numeric characters

Form 1099-OID:

Box 5 = 62 text characters

Form 1099-R:

Box 8 = 11

Box 14 = 14 text characters

Form 1099-S:

Box 3 = 104 text characters

Form 5498:

Box X special for U.S. Armed Forces in designated special reporting = 12 text characters

Form W-2G:

Boxes 3, 5, 6, 8, & 10-12 = 14 text characters each

Form 3921:

Box 5 = 7 characters

Box 6 = 52 characters (40 for filing)

Form 3922:

Box 6 = 7 characters

22.9 Margin Alignments

Margin Alignments

Alignment Adjustments when printing to Blank Stock

Alignment adjustments can be made when printing to blank stock. After choosing blank stock you can select [Advanced Print Options](#) at the "Ready to Print" summary screen.

Pre-Printed Forms Address Alignment

The Print Wizard offers the opportunity to print a test alignment, and adjust margins accordingly, prior to printing your forms. A test alignment to a blank sheet of paper is a smart way to minimize form waste.

Test alignments print the characters "X" and "9" instead of your actual data. Your data will print

(assuming the software is registered) at the last step of the Print Wizard.

To test alignment

Initiate the [Print Wizard](#); it automatically prompts to print a test alignment prior to printing your forms*.

- If selecting **preprinted laser** as your paper type, you are prompted to test alignment after selecting your copies to print. For your first test print do not modify the default Top and Left margin settings. Print the test to blank paper and then hold it and a preprinted form to the light to determine if data fits into the appropriate boxes. If data does not align refer to "**Alignment Adjustments**" below.

Alignment Adjustments

Alignment adjustments are measured in hundredths of an inch from the default margin. For example, "0.25" would effect an adjustment of ¼-inch. Once a margin is adjusted, it becomes a default setting for that form type until the margin is adjusted again.

Top Margin

Positive numbers (e.g., "0.25") move the data lower on the page. Negative numbers (e.g., "-0.25") raise the data higher on the page.

Left Margin

Positive numbers (e.g., "0.25") move the data to the right. Negative numbers (e.g., "-0.25") move the data to the left.

Review [Margin Limitations](#)

22.10 PCL Printing

PCL Printing

Please contact [Technical Support](#) for more information about this feature.

High-speed PCL printing is designed for printing thousands of forms. In order to provide an efficient and effective way to control printer features across many different printing devices, HP created PCL. PCL was originally conceived and devised for HP's dot matrix and Inkjet printers. The first printer in HP's LaserJet series, the HP LaserJet was released in 1984 with the PCL 3 version of the language.

PCL commands are compact escape sequence codes that are embedded in the print job before being sent to the printer. Issuance of the sequence was relatively easy from any high level language or from assembler. HP PCL formatters and fonts were designed to quickly translate application output into high-quality, device-specific, raster print images. The PCL printer language is common to virtually all HP printers, but not universal and not always backward compatible. This conceptual thinking enabled HP to minimize printer support problems and protect HP printer investment in applications and printer driver software. It is why the HP laser printers quickly became the industry standard.

The PCL printer language is successful because the following points remain consistent across all levels:

1. All HP LaserJet series printers implement PCL printer language features consistently.
2. HP printers implement the PCL feature in very cost-effective formatters.
3. HP printers have the ability to ignore most unsupported commands without causing the printer or issuing device to crash.

There are six major levels of PCL. The creation of these levels was driven by the combination of printer technology developments, changing user needs and application software improvements. The first versions of PCL (PCL 1 and 2) were used in HP impact and Inkjet printers in the early 1980s. The major phases of the PCL printer language are as follows:

PCL 1 This version is supported by all HP LaserJet series printers (except the HP LaserJet 3100 and 3150 series products). It provided very basic printing and spacing functionality, but was limited to only text printing and ASCII characters. PCL 1 is the foundational base set of functions provided for simple, single-user workstation output. It was created in the late 1970s and introduced in the late 70s and early 80s.

PCL 2 As was PCL 1, this version is supported by all HP LaserJet series printers (except the HP LaserJet 3100 and 3150 series products). Hence it covered all PCL functionality and provided Electronic Data Processing/Transaction functionality. Functions were added for general purpose, multi-user system printing, but still in ASCII printing only. It was Introduced in the early part of 1982.

PCL 3 This was the first of the intelligent series of efforts by HP to incorporate graphics, crude as they were back then. It was the embedded code for the original HP LaserJet series printer, and the HP LaserJet Plus series printer. This version provided the commands and features required for simple high quality word processing and data printing. Allowed for the use of a limited number of bitmapped fonts and graphics. It quickly roste to the position of industry standard and PCL 3 was widely imitated by other printer manufacturers, commonly referred to as "LaserJet Plus Emulation" when used by other companies. It came out in 1984.

PCL 4 This industry standard release was the embedded code for the HP LaserJet Series II, commonly referred to as the workhorse laser, the HP LaserJet IID, HP LaserJet IIP, and HP LaserJet IIP Plus. It had a host of new page printing capabilities, including support for macros, larger bitmapped fonts and graphics. Introduced in 1985, it was the most radical of version improvements and would be more than sufficient for users for several years.

PCL 5 As the foundation of the HP LaserJet III, HP LaserJet IIID, HP LaserJet IIIP, and HP LaserJet IIISI, PCL 5 provided ultimate office publishing functionality. It was released to allow compatibility for industry acceptance for font scaling, outline fonts and HP-GL/2 (vector) graphics. PCL 5 was designed for more complex desktop publishing, graphic design, and presentation applications. Introduced in mid-1990 with the HP LaserJet III, this is the most widely used version of PCL compatibility in use by customers.

PCL 5E (Enhanced) Though it was labeled an enhancement to PCL 5, it was the internal code released with the HP LaserJet 4, HP LaserJet 4M, HP LaserJet 4L, HP LaserJet 4ML, HP LaserJet 4P, HP LaserJet 4MP, HP LaserJet 4Plus, HP LaserJet 4Mplus, HP LaserJet 5P, HP LaserJet 5MP, HP LaserJet 5L, HP LaserJet 5L-FS, HP LaserJet 5Lxtra, HP LaserJet 6L, HP LaserJet 6LXI, HP LaserJet 6LSE, HP LaserJet 6P, HP LaserJet 6MP, HP LaserJet 6PXi, HP LaserJet 6PSE and HP LaserJet 5si. HP LaserJet 8000 series, HP LaserJet 9000 series printers. It had major improvements and changes including bidirectional communication between the printer and the PC. It featured a wider selection of fonts for use primarily with the Microsoft Windows environment and applications.

PCL 5C (Color) This was also an enhancement to PCL 5 to add functional color support for HP Color LaserJet, HP Color LaserJet 5, HP Color LaserJet 5M, HP Color LaserJet 2500 series, HP Color LaserJet 4500 series, HP Color LaserJet 4550 series, HP Color LaserJet 4600 series, HP Color LaserJet 5500

series, HP Color LaserJet 8500 series and HP Color LaserJet 8550 series printers. It offered no other changes except the commands needed to support color printing.

PCL 6 This version offered significant changes in the backward compatibility issue for HP. PCL6 is very different from PCL5 and previous PCL versions. One significant difference is the manner in which the commands are sent to the printer. The target was performance and reliability; the jury is still out on the question of better. Prior to PCL 6, each new version of the language included commands not found in older versions as well as the older PCL commands. As a result, printers with more recent versions of PCL are backwards compatible with software that supports older versions of the language. PCL 6 was released with the HP LaserJet 4000 series, HP LaserJet 4100 series, HP LaserJet 2100 series, HP LaserJet 2200 series, HP LaserJet 1200, HP LaserJet 3200, HP LaserJet 3300, HP LaserJet 4200 series, HP LaserJet 4300 series, HP LaserJet 5000 series, HP LaserJet 5100 series, HP LaserJet 8000 series and HP LaserJet 9000 series printers. PCL 6 features new modular architecture that can be easily modified for future HP printers. The efforts for faster, post printing return to application have made somewhat of a problem with older operating systems. Other performance efforts are faster printing of complex graphics, more efficient data streams for reduced network traffic, better WYSIWYG printing, improved print quality, truer document fidelity, and complete backward compatibility. The compatibility issues have caused many users to select PCL 5 as the language version.

The PCL printer commands activate the printer features. By design, HP provided four general types of HP printer language commands. Control codes, PCL commands, HP-GL/2 commands and PJP commands. A control code is a character that initiates a printer function (for example, Carriage Return (CR), Line Feed (LF), Form Feed (FF), etc.).

PCL commands provide access to the printer's PCL control structure. The PCL structure controls all of the printer's features except those used for vector graphics, which are controlled by the HP-GL/2 commands. PCL commands (other than single-character control codes) are also referred to as "escape sequences." That design provided very easy use from high level programming languages and in reality, made the PCL the industry standard. The terms are used interchangeably. Once a PCL command sets a feature of the printer that feature remains set until that PCL command is repeated with a new value, or the printer is reset to default. In other words you turn on the feature and then turn it off.

HP-GL/2 (vector graphic) commands are two letter codes that represent the function of the command (such as IN for initialize). After the two-letter mnemonic, there may be one or more parameters that identify details of how to process the command.

HP made great efforts to yield an ease on selecting feature and capabilities in the PCL designs and procedures. That ease rewarded HP with the popularity that is second to none in the industry for laser printers. They have been active in creating other printer languages and utilities as well, such as [PJP](#), a [JCL](#) type language and utility.

22.11 Print Session Report

Print Session Report

The Print Session report summarizes all records in a selected [print session](#). Details include recipient name, TIN, address, account number, individual box amounts and the record's print status.

To generate this report

1. On the [task panel](#) select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop down menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "View/Print Session

Report" button. Click "Yes" to preview the report.

22.12 Printed Status

Printed Status

1099 Pro assigns a print status to all records. To determine a record's status go to the ["Work with My Tax Forms"](#) screen and refer to the Status column.

Print Status Overview

Printed: Records receive a printed status after selecting "I have printed and verified my red Copy A forms..." at the last step of the Print Wizard. These records are available for inclusion in a 1096 transmittal. To modify a printed record you must first reset its print status to pending.

- To reset this status for an individual record to make a revision, go to the Enter, Update & View screen, highlight the record and click the "Delete" button. At the Protected Form Update Options Screen select ["Reset to Pending"](#).
- To reset this status for a print session go to "Reports", "Print Sessions", highlight the print session and click the "Reset Session" button.

Shortcut

1099 Pro includes a shortcut to assign "pending" records a "printed" status without actually printing the records.

To update records to a printed status without physically printing any paper (Generate a false printing session)

1. Follow the [Print Wizard](#) instructions through steps 1-4.
2. At step 5 select Preprinted forms as your paper type and do NOT select any copies to print.
3. Use the "Next" button to continue through the Print Wizard.
4. At the Print Summary screen, the Print Wizard will warn you that no copies have been selected to print. Click "OK" to proceed and click the "Print" button.
5. At the Are these forms ready to send to the IRS? screen select "I have printed and verified my red Copy A forms...". These records are assigned a printed status.

22.13 Printing Tax Forms Wizard

Printing Tax Forms Wizard

To print forms

1. On the [task panel](#) select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the method to select [pending](#) forms for print:
 - All pending forms for the current filer (default selection)
 - All pending forms for all filers
 - Manually select forms for the current filer (this option allows you to [tag](#) individual records)
 - All pending forms for selected filer (this option allows you to [tag](#) individual filers for this print session)
 - Note: 1099 Pro now contains a feature called [Form Session Limits](#) which provides with extra filtering options when printing forms.

3. To print *corrected forms* (if any have been created) mark the "Process and Print Corrected Forms Instead of Originals" checkbox. See [About Corrections](#).
4. Click the "Begin Print Process" button to access the Print Wizard.
5. Select processing options for any records with [errors or warnings](#) at the Confirm Processing screen. Please note that filing records with missing or invalid data may result in the record being rejected by the IRS. If your data contains no errors or warnings this screen will not appear.
6. The Print Wizard displays the number of recipients selected for printing. To verify these recipients, amounts, or other information you are encouraged to first run a [Control Totals](#) report. To proceed with the Print Wizard click "Next". Use the "Back" button at any time to go back a step.
7. Select Printer and Paper Type:
 - Review the selected printer and change if necessary
 - Choose your *paper type*; [Preprinted](#) laser forms or [Blank](#) stock forms.
8. Select the copies you want to print.
 - The Combined Print option, available when printing to Blank stock, prints all recipient copies and instructions on one sheet of paper
 - ▶ Did you know that 1099 Pro offers a special 3-up recipient version of Form 1099-MISC? Select Blank stock and Combined Print to preview!
 - ▶ Review various ways to [safeguard TINs](#).
9. Select a sort order to print forms:
 - By Last Name/Company Name (default)
 - By TIN
 - By Zip Code (use to pre sort mailings for the post office)
 - By State Abbreviation
10. Indicate your preview preference.
 - Ask me before processing each copy (default)
 - Yes, preview each selected copy type without asking me
 - No, send the forms directly to the printer without previewing them
11. Review print summary and if satisfied, click "Print" to begin printing. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer.
12. Indicate if forms are ready to send to the IRS:
 - Select "I haven't printed my red Copy A yet..." if you are still printing copies of these records. These records have a [pending](#) status and are available for edits and further printing.
 - Select "I have printed and verified my red Copy A forms..." after printing/approving all copies of these records. These records are assigned a [printed](#) status and are now ready to generate a 1096 transmittal.
13. Click "Finish" to exit the Print Wizard.

22.14 Puerto Rico compliant tax forms (CS version only)

Puerto Rico compliant tax forms

The features contained within this section are available exclusively to users of the Corporate Suite edition of our software.

1099 Pro Corporate Suite (CS) software supports enhanced Puerto Rico form Printing from the desktop as well as ASP web interface.

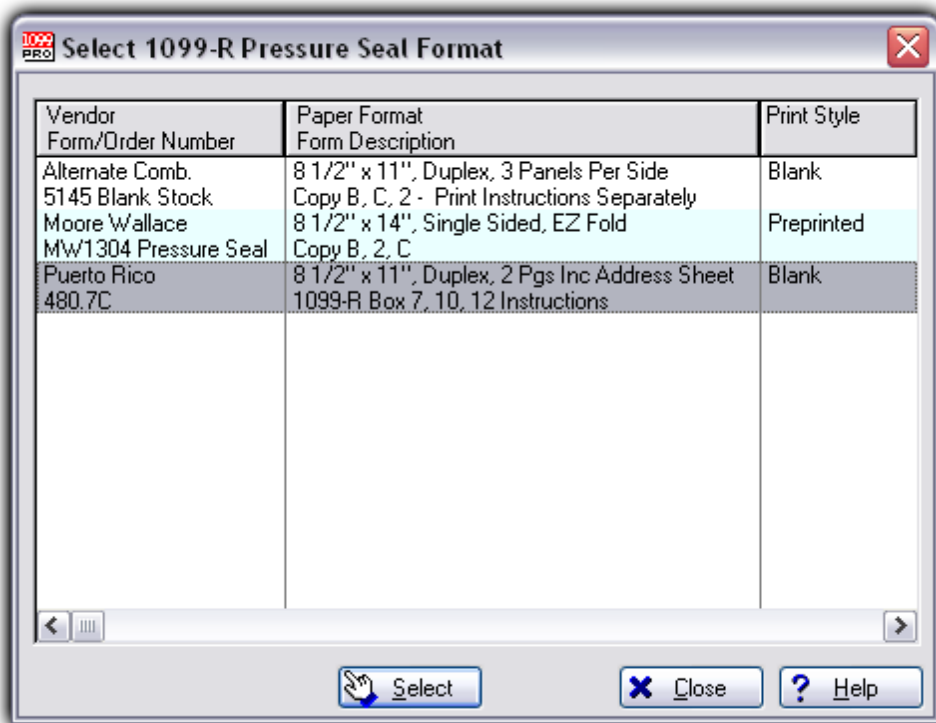
This section of the help file will assist you with printing tax forms that are acceptable in Puerto Rico. This feature is accessible in either the "Quick Print" or "Print tax forms" sections of the software. Additionally, Puerto Rico compliant tax forms can also be printed from our ASP interface, specifically via the quick print function in the software. Please see the section of the help file called, "For Puerto Rico Printing via the ASP web interface" for more information.

The following information is for the Corporate Suite software. Please see below for instructions on printing Puerto Rico forms.

These steps are to be used when you are asked to select what type of paper to use in either the "Quick Print" or "Print tax forms screen". To Print 1099-R's on approved Puerto Rico forms in the CS software:

1. From either the "Quick Print" screen or the "Print Tax Forms" screen, select "Pressure Seal/ACL" when asked to "Select the type of paper you want to print on".
2. Click on "Puerto Rico 480.7C".
3. Click the "Select" button.
4. Click the "Print Now" button.

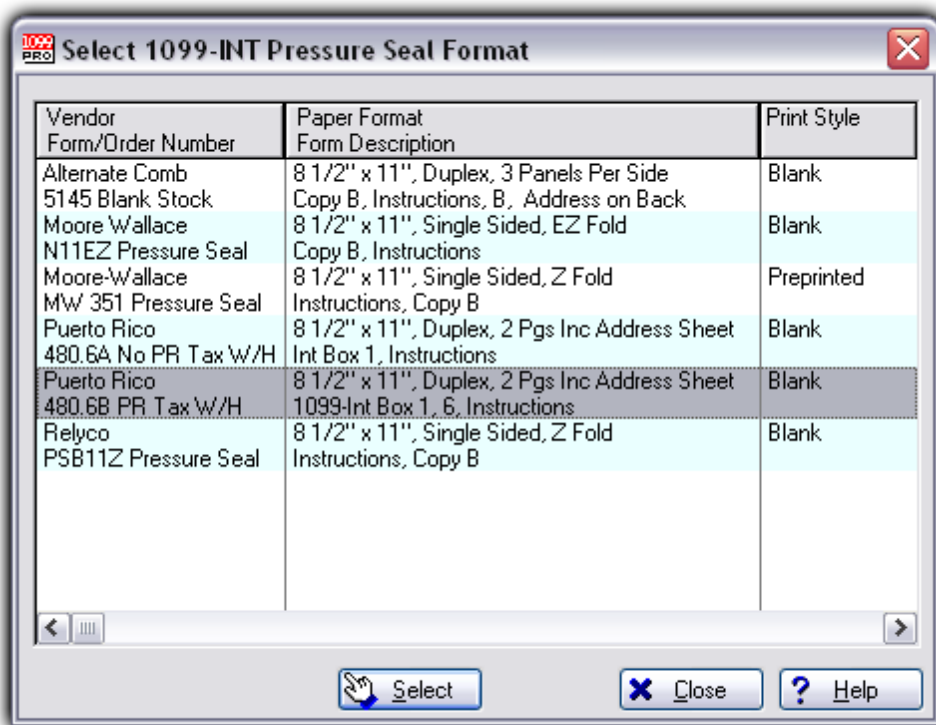
Since there are multiple pages required for a Puerto Rico 1099-R compatible printout (6 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.



To Print 1099-Int's on approved Puerto Rico forms:

1. Select "Pressure Seal/ACL" when asked to "Select the type of paper you want to print on".
2. Click "Puerto Rico 480.7A No PR Tax W/H" to print 1099-Int Puerto Rico forms without Tax withheld for Puerto Rico, or Select "Puerto Rico 480.7A PR Tax W/H" to print 1099-Int Puerto Rico forms with Tax withheld for Puerto Rico.
3. Click the "Print Now" button.

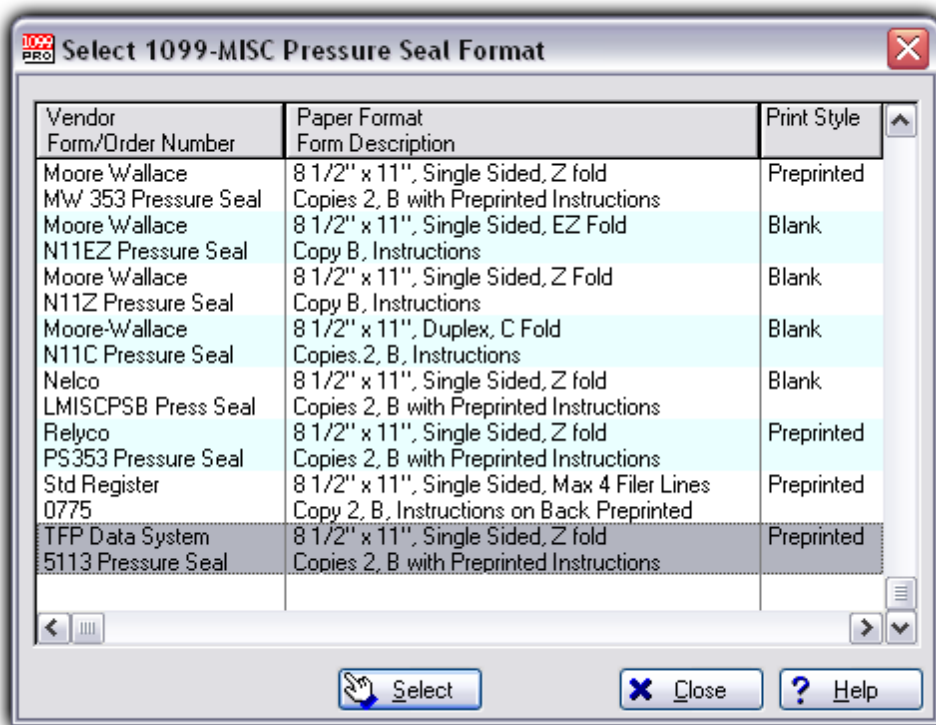
Since there are multiple pages required for a Puerto Rico printout (4 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.



To Print 1099-Misc's on approved Puerto Rico forms:

1. From either the "Quick Print" screen or the "Print Tax Forms" screen, select "Pressure Seal/ACL" when asked to "Select the type of paper you want to print on".
 - a. Select "Puerto Rico 480.6A Corp/Partners" to print 1099-Misc Copy A Puerto Rico forms for Corporations or Partnerships.
 - b. Select "Puerto Rico 480.6B Corp/Partners" to print 1099-Misc Copy B Puerto Rico forms for Corporations or Partnerships .
 - c. Select "Puerto Rico 480.6A Individuals" to print 1099-Misc Copy A Puerto Rico forms for Individuals.
 - d. Select "Puerto Rico 480.6B Individuals" to print 1099-Misc Copy B Puerto Rico forms for Individuals.
2. Click "Select".
3. When you are done selecting the type of form you want to print, click "Print Now".

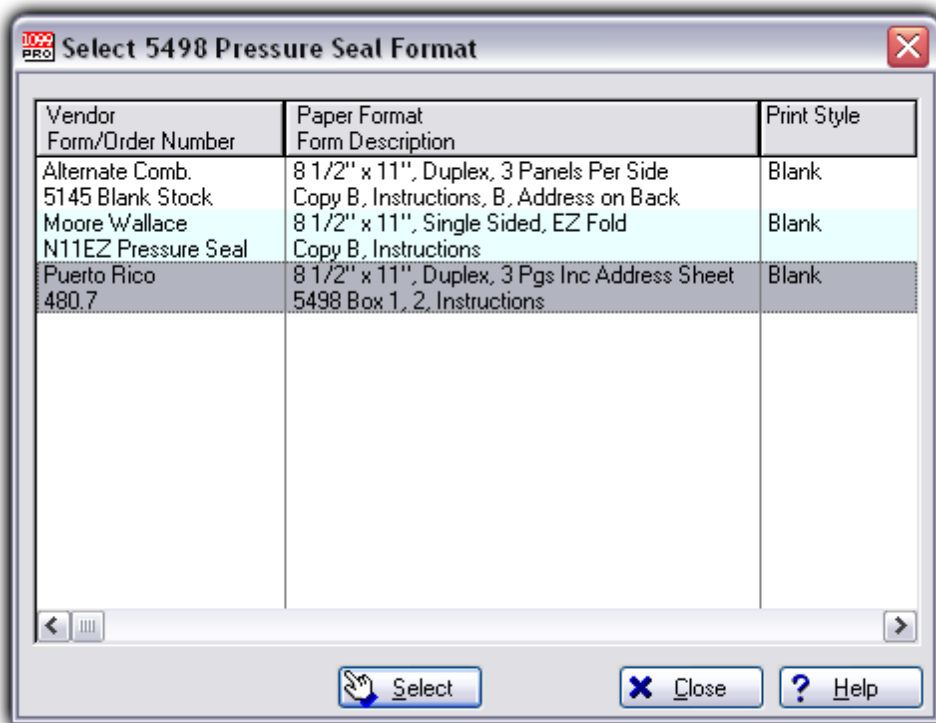
Note: Since there are multiple pages required for a Puerto Rico printout (4 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.



To Print 5498's on approved Puerto Rico forms:

1. From either the "Quick Print" screen or the "Print Tax Forms" screen, select "Pressure Seal/ACL" when asked to "Select the type of paper you want to print on".
2. Click "Puerto Rico 480.7".
3. Click "Print Now".

Since there are multiple pages required for a Puerto Rico printout (6 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can setup a template for the address information to be displayed properly with other envelopes.



For Puerto Rico Printing via the ASP web interface.

The 1099-R, 1099-Misc, 1099-INT or 5498 Puerto Rico tax form can be printed using the "Quick Print" option in the ASP interface.

1. Click on the record that needs to be printed.
2. Click on the "Quick Print" button on the bottom left corner of your screen.
3. Make sure the box to the left of the "Use Puerto Rico 480.x format instead of US format" is checked.

The filing state on the record being printed must be Puerto Rico otherwise the following option will not appear:

- Click the printed form type that you would like and click "Print Now" button to begin the print process.

22.15 Quick Print

Quick Print

1099 Pro makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

*Please visit <https://www.1099pro.com/videos.asp> and select the "Using Quick-Print" video to watch a brief tutorial of the quick-print process.

To quick print a session from 1099 Pro Software

1. On the [task panel](#) select the Work With My Tax forms icon. Use the Current Form drop down menu to select the form type to print.

2. Highlight an existing record and click the "Quick-Print Form" button.
3. At the Print Options screen select the paper type; [Preprinted forms](#), or [Blank stock](#).
 - If selecting pre-printed forms, adjust [margin alignment](#) as necessary.
4. Indicate your preview preference:
 - Ask me before processing each copy (default)
 - Yes, preview each selected copy type without asking me
 - No, send the forms directly to the printer without previewing them
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
 - By Last Name/Company Name (default)
 - By TIN
 - By Zip Code (use to pre sort mailings for the post office)
 - By State Abbreviation
6. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

To quick print a session from Corporate Suite

1. On the [task panel](#) select the Work With My Tax Forms Tax Forms or icon. Use the Current Form drop down menu to select the form type to print.
2. Highlight an existing record and click the "Quick-Print Form" button.
3. At the Print Options screen select the paper type; [Preprinted forms](#), or [Blank stock](#).
 - If selecting pre-printed forms, adjust [margin alignment](#) as necessary.
4. Indicate your preview preference:
 - Ask me before processing each copy (default)
 - Yes, preview each selected copy type without asking me
 - No, send the forms directly to the printer without previewing them
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
 - By Last Name/Company Name (default)
 - By TIN
 - By Zip Code (use to pre sort mailings for the post office)
 - By State Abbreviation
6. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

Also see [Recipient Lookup Feature](#)

22.16 Reprint Print Sessions

Reprint Print Sessions

1099 Pro makes it easy to reprint a [print session](#).

To reprint a print session

1. On the [task panel](#) select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "Reprint Session" button.
3. At the Print Options screen select the paper type; [Preprinted forms](#), or [Blank stock](#).
 - If selecting pre-printed forms, adjust [margin alignment](#) as necessary.
4. Indicate your preview preference:
 - Ask me before processing each copy (default)
 - Yes, preview each selected copy type without asking me
 - No, send the forms directly to the printer without previewing them
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
 - By Last Name/Company Name (default)
 - By TIN
 - By Zip Code (use to pre sort mailings for the post office)
 - By State Abbreviation
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

To reprint an individual record, as opposed to an entire print session, see [Reprint a Record](#).

22.17 Reprint Records

Reprint Records

1099 Pro makes it easy to reprint an individual record from a [print session](#).

To reprint a single record

1. At the ["Work with My Tax Forms"](#) screen highlight any record with a Printed or 1096 Filed print status. Click the "Change" button.
2. At the Protected Form Update Options screen click the "Reprint this Form" button.
3. At the Print Options screen select the paper type; [preprinted laser](#), or [blank stock](#).
 - If selecting preprinted laser forms adjust [margin alignment](#) as necessary.
4. Indicate your preview preference:
 - Ask me before processing each copy (default)

- Yes, preview each selected copy type without asking me
 - No, send the forms directly to the printer without previewing them
5. The "Select the Sort Order to Print Forms" field is ghosted because only one record is selected for print.
 6. Enter an optional message to print in the upper right corner of the form.
 7. When satisfied with all entries click the "Print Now" button. Click "Close" to exit this screen.

To reprint a group of forms, see [Group Actions](#)

To reprint an entire print session, as opposed to an individual record, see [Reprint Print Session](#).

See [Advanced Print Options](#).

22.18 Reset Print Session

Reset Print Session to Pending

Only [print sessions](#) with a printed* status may be reset. Resetting a session will reset ALL records to pending status. This is usually for making a revision to a tax form. For Example: an incorrect address, a dollar amount, or a TIN number...etc. To reset an individual record see [Print Status](#).

To reset session

1. On the [task panel](#) select the Forms & Printing section and click the "Print Tax Forms" icon. Use the Current Form drop down menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "Reset Session" button.
3. 1099 Pro prompts, "Are you sure you want to reset these records to pending status?" Click "Yes" to proceed or "No" to cancel.

* After a print session is filed, you must first void the 1096 transmittal and then you may reset the print session.

22.19 Troubleshoot Printer Issues

Troubleshoot Printer Issues

Margin Limitations

1099 Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.

- Preprinted forms accepting up to a 1/2-inch bottom margin: 1099-MISC, 1099-R
- Preprinted forms requiring 1/3-inch or less bottom margin: 1098, 1098-T, 1099-DIV, 1099-INT, 1099-PATR, 1099-S, 5498, 1099-B (Needs 1/36-inch additional room at the bottom margin.)

Data Truncation

1099 Pro recommends a 1/5-inch (0.20) bottom margin when printing to blank paper. Data truncation occurs if bottom margin is greater than 1/3-inch. Suggested work around is to print 2 forms to a page instead of 3 forms per page.

Postscript Drivers

1099 Pro prints to almost all printers. When opting to print to blank paper, the forms and/or fonts may print too large or otherwise print strangely. This is typically due to printing with a postscript driver. To resolve this situation try printing to a PCL 5, PCL 6, EMF or any other non-postscript driver.

Help File Print Problems

Some print drivers may have difficulty printing [hot spot or jump](#) items. For example, instead of printing a dotted or solid line underneath the hot spot/jump item, only a blank line prints. To resolve this issue install an HP 4L print driver and set it as the default printer.

Default Printer

1099 Pro may default to a specific printer. Always review the selected printer while choosing your paper type in the Print Wizard. To switch printers use the "Select a Different Printer or Port" button to access the "Print Setup" screen.

Random Errors

Occasionally a virus checker (e.g., Norton, McAfee) can corrupt the 1099 Pro installation and cause random, inexplicable errors. If this happens, [backup](#) your data files, perform a [custom uninstall](#) and then reinstall the software with the virus checker disabled.

12 CPI (characters per inch)

1099 Pro prints at 12 CPI to allow the maximum number of characters per field (e.g., 36 characters in a name field). Accordingly, your printer must be set at 12 CPI. To set your printer either:

- Adjust the front panel of the printer manually by setting the CPI to 12 and selecting a font like Courier. Do not select a proportional font or the IRS may fine you \$50 for each form!, or
- On your Windows desktop click "Start", "Settings", "Printers" and highlight the printer. Right click your mouse, select "Properties" and click the "Device Options" tab if available (may not be available). You must know what control code(s) will set your printer to 12 CPI. For example, in the case of many Epson printers hit the <ESC> key, type an uppercase M, and <ESC>M then displays in the box. This may differ for your printer.

Generic Print Driver

If 1099 Pro indicates your driver is obsolete then consider installing an additional print driver.

Go to the Windows Machine connected to the printer. Click "Start", "Settings", "Printers" and "Add Printer". In the left window select "Generic" and then "Next". Keep your existing driver, select LPT1 (if appropriate) and name the printer "Generic12CPI". Indicate this is NOT the default printer and if prompted, provide the computer with your Windows CD. After installing this new print driver verify paper size is 8½-inch x 11-inch and dip switches are off.

If you are on a Windows Network you must install this "Generic12CPI" driver on the computer connected to the printer and allow sharing. To allow sharing click "Start", "Settings", "Printers", right click on "Generic12CPI" and select "Sharing".

22.20 View Selected Records

View the Records Selected for this Process

This screen will give you a preview of the records selected for this print process. This information is also available via log reports.

23 Pressure Seal Forms

Pressure Seal Forms

Support

To meet the needs of customers who are printing out high volumes of 1099 and W2 forms 1099 Pro, Inc. has added the ability to print to pressure seal forms in our 1099 Pro & W2 Pro Professional and Enterprise products. Several different formats of pressure seal forms are available from 1099 Pro, Inc. Our W2 Pro, 1099 Professional and Enterprise software will be able to print on any of those forms and if there is a pressure seal form which you would prefer to use that is not already a listed printing option in the software, contact our [Service Bureau](#) and we'll customize the software to accommodate you and your choice of form(s).

Trouble Shooting

Customers may experience issues when attempting to print on the large 8.5" x 14" pressure seal forms. If the printer software is not configured correctly during the print process after selecting pressure seal forms (any 8.5 x 14" form either preprinted or blank) you will find that it appears that the printer is squashing the graphics and text. The reason: The default setting for most printers is 8.5" x 11" letter paper. In order for the text and graphics to appear properly on the 8.5 x 14" paper you should select legal for the paper format. If you are unsure about how to select legal paper during the print process you will want to contact your printer manufacturer.

23.1 Pressure Seal and Alternate Printing Formats

Currently Supported Pressure Seal and Alternate Printing Formats

These are the various format and printing methods that are currently supported by 1099 Pro

Form Type	Company	Print Style	Format	Form Desc
1098	Moore	MW356	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
	Wallace	Pressure Seal		
1098	TFP Data	5116 Pressure	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
	System	Seal		
1098	Relyco	PSB11Z	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
		Pressure Seal		
1098	Relyco	PS356 Pressure	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
		Seal		
1098	Moore	N11EZ Pressure	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
	Wallace	Seal		
1098	Alternate	5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
	Comb.	Stock	side 1, addresses on side 2	on Back
5498	Moore	N11EZ Pressure	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions

5498	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1042-S	Comb. Moore	Stock MW1242	side 1, addresses on side 2 8 1/2" x 14", Single Sided, Eccentric	on Back Copies B, C, D with Preprinted
1042-S	Wallace Alternate	Seal 5145 Blank	Z Fold 8 1/2" x 11", Duplex, 3 panels on	Instructions Copy B, C, D. Print Instructions
1098-C	Comb. Alternate	Stock 5145 Blank	side 1, addresses on side 2 8 1/2" x 11", Duplex, 2 Panels Per	Separately Copy C, B. Instructions, Address
1098-E	Comb. Moore	Stock N11EZ Pressure	Side 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1098-E	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1098-T	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1098-T	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1098-T	Comb. Moore	Stock N11Z Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, Z fold	on Back Copy B, Instructions - Maximum
1099-A	Wallace Moore	Seal N11EZ Pressure	4 Filer Lines 8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-A	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-B	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-B	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-C	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-C	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-CAP	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-CAP	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-DIV	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-DIV	Wallace Moore	Seal MW352	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-DIV	Wallace Alternate	Pressure Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-DIV	Comb. Payer	Stock Blank Stock	side 1, addresses on side 2 8 1/2" x 11", Single Sided	on Back Copy C Payer, Instructions
1099-G	Combined Moore	N11EZ Pressure	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-G	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-H	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-H	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-INT	Comb. Moore	Stock N11EZ Pressure	side 1, addresses on side 2 8 1/2" x 11", Single Sided, EZ Fold	on Back Copy B, Instructions
1099-INT	Wallace Alternate	Seal 5145 Blank	8 1/2" x 11", Duplex, 3 panels on	Copy B, Instructions, B, Address
1099-INT	Comb. Moore-	Stock MW 351	side 1, addresses on side 2 8 1/2" x 11", Single Sided, Z Fold	on Back Instructions, Copy B
1099-INT	Wallace Relyco	Pressure Seal PSB11Z	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
		Pressure Seal		

1099-MISC	Moore-Wallace	N11C Pressure Seal	8 1/2" x 11", Duplex, C Fold	Copies 2, B, Instructions
1099-MISC	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy 2, B Instructions, Address on Back
1099-MISC	Moore-Wallace	N11Z Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Copy B, Instructions
1099-MISC	Std Register	775 Pressure Seal	8 1/2" x 11", Single Sided, Max 4 Filer Lines	Copy 2, B, Instructions on Back Preprinted
1099-OID	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-OID	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-PATR	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-PATR	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-Q	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-Q	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-R	Moore-Wallace	MW1304 Pressure Seal	8 1/2" x 14", Single Sided, EZ Fold	Copy B, 2, C
1099-R	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, C, 2 - Print Instructions Separately
1099-S	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided EZ Fold	Copy B, Instructions
1099-S	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-SA	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-ESA	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498-ESA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-SA	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
MISC	TFP Data System	5113 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore-Wallace	MW 353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Nelco	LMISCPSB Press Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Relyco	PS353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore-Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
W-2	Relyco	PS1287 (TX814/W4)	8 1/2" x 14", Single Sided, Eccentric Box Quad, Z Fold	Copies B, C, 2, 2, w/ Instructions
W-2	Relyco	PS1289 (TX814/W4B)	8 1/2" x 14", Single Sided, Eccentric Box Quad, Z Fold	Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5224	8 1/2" x 14", Single Sided, Eccentric Box Quad, Z Fold	Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5225	8 1/2" x 14", Single Sided, Eccentric Box Quad, Z Fold	Copies B, C, 2, 2, w/ Instructions

W-2	Moore Wallace	MW1288	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr
W-2	Moore Wallace	MW1286	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5228	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5227	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr
W-2	Moore Wallace	MW1301	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal 3-Up, Copies B, 2, C w/Instr
W-2G	Alt Recip Comb	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy C, B, 2. Instructions, Address on Back
W-2G	Alt Payer Comb	Blank Paper	8 1/2" x 11", Single Sided	Copy D, Page 1 of W-9
W-2G	Alt Recip Comb	Blank Paper	8 1/2" x 11", Single Sided	Copies C, B, 2, No Instructions

23.2 Pressure Seal and Alternate Printing Tutorial

Pressure Seal and Alternate Printing Tutorial

This tutorial assumes that you have completed entering tax forms into the software and are ready to print. If your Forms & Printing box has been minimized simply click the drop down icon on the right hand of the box and proceed with the tutorial.

1. To begin, select "Print Tax Forms" from the Forms & Printing box.
2. You have several options to choose from at this point.
 - **"ALL Pending forms for the CURRENT filer"**: This option will include pending forms for the current filer.
 - **"Manually select forms for the CURRENT filer"**: This option will allow you to select forms for the filer that you currently have selected.
 - **"ALL Pending forms for ALL Filers"**: This option will automatically select ALL pending forms for ALL Filers.
 - **"ALL Pending forms for SELECTED Filers"**: This option will select all pending forms for the Filers that you select.
3. Once you have chosen the method that suits your needs click the "Begin print Process" button. If you chose "Manually select forms for the CURRENT filer" you will be presented with this screen. From here you can "Tag" which forms you would like to print, once you are done choosing forms click "Proceed to next step". If you selected "ALL Pending forms for SELECTED Filers" you will be presented with this screen where you must tag all Filers that you would like to print pending forms for. Once you are done, click "Proceed to next step" to continue.
4. Now you will be shown how many recipients will have forms printed for them, once you have confirmed this is the correct amount click on the "Next" button to continue.
5. Now, select "Pressure Seal/Alternate Combined Layouts for recipient combined copies" and click "Next" to continue.

6. Now you will be given a list of forms you can print to, once you have chosen your appropriate form press the "Select" button to continue.
7. Now you will see the brief overview of the form type that you have selected. If this is correct click the "Next" button to proceed. If this is not the form type that you will be printing on click on "Select the pressure Seal Format to use" and you will be taken you back to the the prior step. If you have chosen to print to Pre-printed forms you will be given the option to adjust the alignment on the printouts, you may want to print a test alignment page if you have a high volume of forms to print out. To do so press the "Print a Test Alignment Page now" button, once you are satisfied with your adjustments press the "Next" button to continue. Now you can choose what methods your forms will be sorted by:

By Last Name/ Company Name

Sorts the recipient by their Last Name, of their Company name if not an individual.

By TIN (EIN or SSN), then Last Name/First Name and account

Sorts the recipients by their Tax identification Number (EIN or SSN)

By Zip Code (U.S., then Canada, then foreign)

Groups the forms by the recipients Zip Code. Use this option if you need to pre-sort mailings for the Post Office

By State Abbreviation (U.S., then Canada, then foreign)

By Account Number, then Last Name

Recipients with missing account information will print before actual account numbers.

8. Once you have chosen your preferred method click on the "Next" button to continue
9. Here you will be given the option to preview the forms prior to them being printed. Choose "Yes, preview each selected copy type without asking me" if you would like to see the forms before being printed and click the "Next" button to proceed.
10. Here you will be see the summary for all the options before you are done printing. If everything looks correct click "Print" to begin your printing process. Below are the advanced options that may be accessed by clicking on the "Advanced Options" button.
11. Here you will be given the option to have a customized message print along with every form, you have the option of typing in your own message, or clicking on the drop down tab to select a pre-prepared message.

The options are:

- Revised and Reissued
- Corrected and Reissued
- Replacement copy
- Duplicate Copy per request
- You may also Force an "X" in the Corrected box on all forms."
- You can "force an "X" in the Void box. The void box is not on all forms.
- As well as "Print "0.00" instead of blanks for all zero amounts."

12. Note: Checking these boxes does NOT create a correction OR void form. Please see the sections on creating a [correction](#) or a void. Below are advanced options for the fine tuning of where the Filers and Recipients address will print, if you are using non-standard windowed envelopes this will help you

adjust the printout so that it is readable on the outside of the form.

24 Queries

Queries

1099 Pro offers predefined queries to filter your data. The Current Query drop down menu is available at the "Work with My Tax Forms", Browse the Filers File and Browse the Recipients File screens.

Pre-defined Queries include:

- Corrections (Filed)
- Corrections (Not Filed)
- Errors and Warnings
- Filed Original Forms
- Forms with Notes
- Pending Original Forms
- Printed Original Forms
- Voided Original Forms

Recipient

- Has notes
- Only SSN
- Only EIN
- TIN non standard
- Foreign, Canada, US for various addresses.
- Open W-9s
- Any W-9s

Filer:

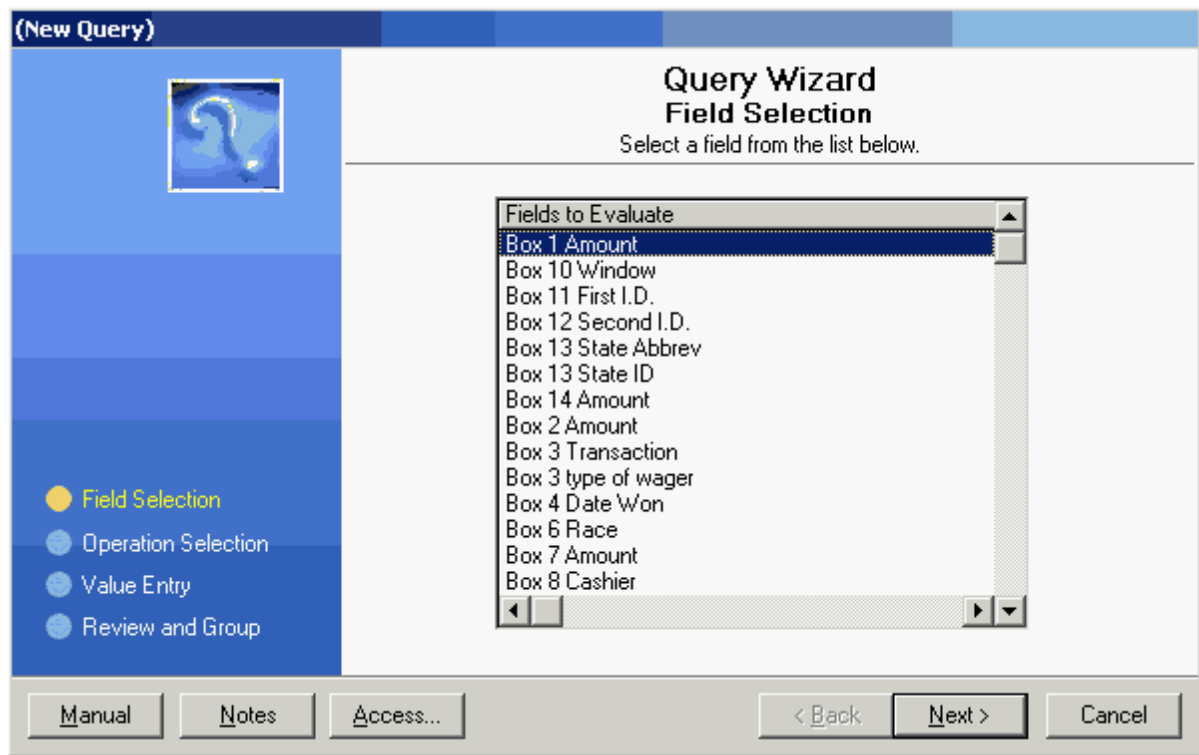
- Has notes
- SSN
- EIN
- Combined Fed/State filing program

24.1 Custom Query using Manual Override

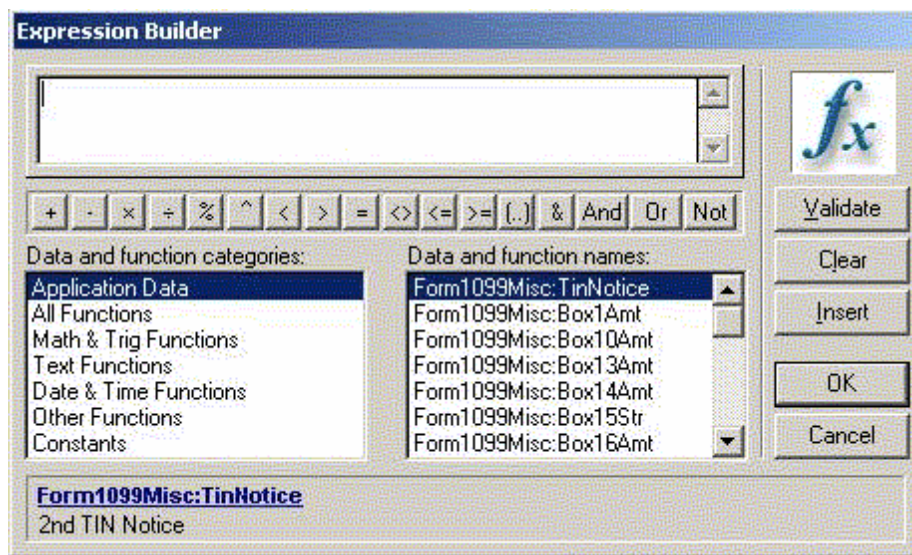
Custom Query using Manual Override

To define a custom query using the manual override feature follow the steps below. To allow for even more customization in defining a custom query, sophisticated users can quickly build expressions from scratch using the Expression Builder which has additional Date and Function Categories.

1. At the Query Wizard Field Selection window, click the "Manual" button in the lower left of the window.



2. In the Query Wizard Manual Override screen you may choose pre-selected fields from the "field list.". To open the Expression Builder click [...] to the right of the Field List.



- **Data and function categories:** Select the category of the function to be applied in this column.
- **Data and function names:** Contains a list of logical expressions to be applied to the query. A logical expression consists of a field, operator and value.

- **Validate:** This button will compile and determine if the current expression has been constructed properly.
- **Clear:** Removes the contents of the current expression from the expression builder main screen.
- **Insert:** Inserts the currently highlighted "Data and function name" into the Expression Builder Window.
- **Ok:** Executes the "Validate" feature to check the validity of the expression and saves your expression.
- **Cancel:** Closes the expression builder and returns you to the Query Wizard "Field Selection screen.
- Once you have saved your expression, you can select it from the "Current Query" drop-down menu at any time.

24.2 Custom Query Wizard

Custom Query Wizard

The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries.

1. Select the drop down menu for "Current Query" and select "Custom Query" from the list.
2. At the Query wizard screen select a field from the list below. (i.e. Recipient State or Province) and click "next".
[Note: please view the linked popup for additional information on the values for the fields Form Status, Voiced, Correction Type & Error Status values.](#)
3. At the Operation Selection screen, select the operator (i.e. is Equal To) and click "Next".
4. At the value entry screen determine the value which will be used to complete the expression. (i.e. Select "Constant Value" and in the "Recipient State or Province is Equal To" field type in the letters CA for the state of California)
 - As an option you may process the query using "Compare Using Case Sensitive Matching" by placing a check in the box below.
Click "Next".
5. Click Finish to save your changes and run the query.
 - At this finish screen you may add any additional selection criteria as needed.
 - You can select the "Change" button to change your current query or you can select the Delete button to delete the current query and begin a new query.
 - After clicking "finish" you are prompted to save the query you created. Click "Yes" to save and type a query name or click "No" to bypass saving a query name and display the results of the current query.

24.3 Select a User

Select a User

The Select a User screen displays all users. Use to select an individual user for querying or reporting purposes.

25 Reports

Reports

Troubleshooting

If while printing from the Report Filter and Forms Selection Options section you come across: (Example Reports won't print.)

See [Trouble-shooting Control Total Reports](#) for more information

See [Control Totals Reports](#) for more information

Also See [Form Counts](#) and [Forms Issued by Filers](#)

25.1 Form Control Totals

Form Control Totals

The Control Totals report is an invaluable tool for reviewing [recipient](#) records. Information contained in this report includes:

- Form type
- Filer's Name and TIN
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

To generate report

1. Select the form type to process from the drop down next to "Current Form" and then click on "Form Totals Reports" under "Preparing My Forms" section on the Task Panel.
2. Report Filter and Form Selection Options - Choose a method for selecting records:
 - All Pending Originals for this filer
 - All Original Forms for this Filer
 - Use Query Wizard to choose or create a query
 - Manually select records (tagging)
3. Error and Warning Messages - Choose how to print warnings and/or errors. (This option is ghosted if

the Summary Version report format is selected.)

4. Report Record Ordering Options - Choose how to sort the records:
 - By Last Name
 - By TIN
 - By Account Number, then Last Name
5. Report Format Options - Choose a report format:
 - Summary Version (amounts only, no address, text or error/warning detail)
 - Extended Version (all form details including address and errors/warnings)
6. Additional options include:
 - Add custom notes for this report run
 - Print totals only (suppress individual form details)
 - Print Preview (select No - never, Ask Me or Yes (Always))
7. When satisfied with your selections click "Print Now".
8. At the preview screen go to the last page to view the box by box totals.

25.1.1 Troubleshooting Control Totals

Troubleshooting Control Totals

If while printing from the Report Filter and Forms Selection Options section you come across: (Example Reports won't print.)

Solution:

- Verify that you have selected the correct form type (i.e. 1099-MISC) from the drop down arrow to the left of the report.
- Verify that you have specified the right status. (i.e. "All Original Forms" [Except Corrections]). This means that every form regardless of the current form status will be displayed.
- The "All Pending Forms" option will display forms that truly are in Pending Status. "The Pending Corrections for this Filer" option does not appear in the View/Print Control Total Reports screen unless you have a minimum of at least one form with a Corr/Pending status.

25.2 Form Counts

Form Counts

This report generates a listing of all forms sorted by filer, detailed by [print status](#). This report is very useful for tracking the status of your forms and determining if records contain any [errors or warnings](#).

To generate report

1. At the menu bar click "Reports" and "Form counts by Filer/Status (all Filers/all Form types)"
2. Click "Yes" to preview the report.

25.3 Forms Issued By Filer

Forms Issued by Filer

The Summary of Forms Issued by Filer provides detailed recipient information for all forms issued by the selected filer(s).

To run a report

1. From the menu bar click "Reports" and "All Forms issued by Selected Filer"
2. Click "Yes" to preview the report.
3. At the Browse the Filers File screen click the "Tag" button to select filers. A red checkmark appears beside each tagged filer. To sort filers prior to tagging, use the View drop menu.
 - Review [Tag Key Shortcuts](#)
4. After tagging appropriate filers click "Proceed" to run the summary.

25.4 Import Map Reports

Import Map Reports

The Import Map report is an invaluable tool for reviewing [import maps](#).

To generate or view an Import Map report

1. Click on "Import New Tax Forms" under "Preparing My Forms" on the Task Panel OR Click on Utilities at the top Menu Bar, then click "Run the Import Wizard"
2. Click on "Import records from a Delimited text file" button
3. Click the "Next" button on the Import LOAD Wizard / Step 1 Screen
4. Click on "Add/update (form type) Import maps" button
5. Highlight the Import Map you created in the "Manage (Form type) Import Maps" Screen
6. Then Click on "View/Print Map" button
7. When prompted to Preview the Report click yes or you may click "NO" to send the report directly to your default printer.
8. If you elected to Preview the Report, you can view the report on screen.
9. When satisfied with your selections click the printer icon to "Print Now".

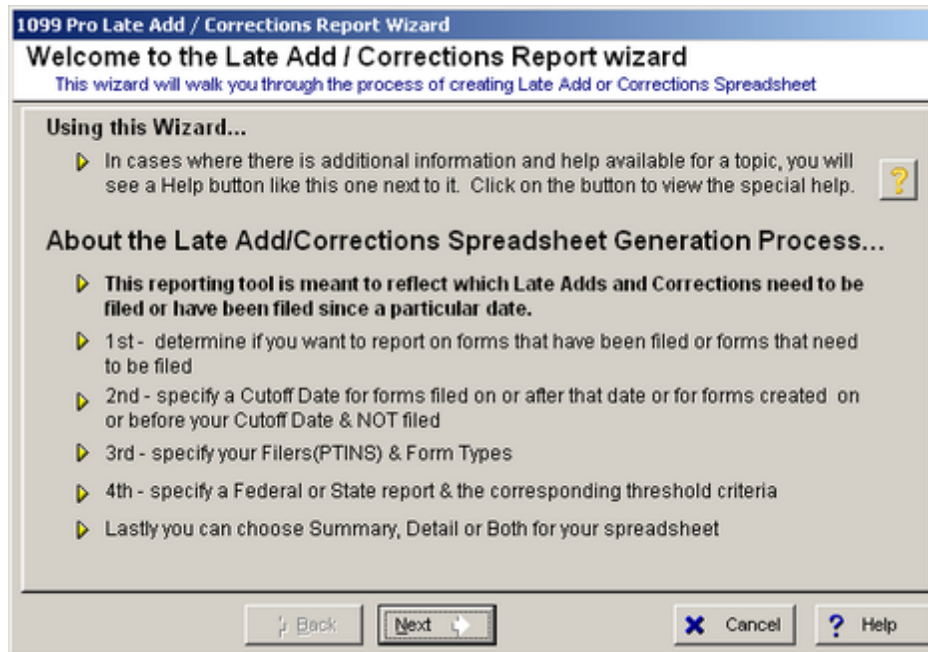
Information contained in this report includes:

- Form type
- Creation Date and Time of the Import Map
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Creation Date and Time of the Report including the Network Station ID
- Field Name, Field Type and Field Description...

25.5 Late Add/Corrections Report

Late Add/Corrections Report

The Late Add/Corrections report allows you to generate a report that reflects which Late Adds and Corrections need to be filed or have been filed since a specified date. To generate a Late Add/Corrections report, select the "Reports" option from the top menu.



25.6 Daily Totals Report by UserID

Daily Totals Report by UserID

The Daily Totals Report by UserID will display the total's for changes made via manual entry by [UserID](#). You will need to specify the date you want to check, and which filer's and/or specific forms you want to be included in the report. This report is useful for verifying changes made to records by an individual user.

26 Service Bureau Overview

Service Bureau Overview

Why should I use the Service Bureau?

NO customer has EVER incurred an IRS penalty due to an error on the part of 1099 Pro for information filed late or in an incorrect format to the IRS/SSA! The 1099 Pro Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro, all performed in our secure SSAE 16 SOC I TYPE II environment. We provide Printing & Mailing, Electronic Delivery, Web Presentment, Bulk TIN Matching,

and IRS Filing services to thousands of our users.

Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. Whether you have a large or small job, consider the cost savings and the value of a “job done right” during your busiest months of the year.

We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to schedule an appointment date. We must have your data by the agreed upon appointment date to ensure that it is posted online, mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your encrypted upload file to us on or before your appointment date.

Customers are encouraged to schedule their upload appointments now! Rates and availability are not guaranteed until your appointment is booked.

Contact the SSAE 16 SOC I TYPE II Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099 Pro.com
- **Internet:** <http://www.1099 Pro.com>

Instant price estimates are available online at <http://www.1099 Pro.com/servPricing.asp>
Learn more about the [Service Bureau Upload Process](#)

26.1 Service Bureau Packages

1099 Pro Service Bureau Packages

These services are only available to 1099 Pro registered users.

The following standard options below are available.

Contact the 1099 Pro SSAE 16 SOC I TYPE II Service Bureau – 866-444-3559, direct 818-876-0200, or via email sb@1099pro.com

- **Print and Mail Only:** The 1099 Pro Service Bureau (SSAE 16 SOC I TYPE II certified) will print and mail recipient copies by the IRS due date. (Our pricing includes first-class US postage).
- **Electronic Filing Only:** The 1099 Pro Service Bureau will file your data electronically with the IRS on your behalf.
- **The Complete Package:** The 1099 Pro Service Bureau will print and mail recipient copies and file your data electronically with the IRS. (Our pricing includes first-class US postage).
- **Service Bureau Support for the IRS Bulk TIN Matching Program:** The SSAE 16 SOC I TYPE II Service Bureau as an authorized agent can submit TIN/Name combinations to the IRS on behalf of our users and results are available to our customers within 24 hours! We encourage our customers to use this service to correct serious errors like invalid TIN numbers that would

likely result in a 972CG, CP2100 or CP2100A notice from the IRS and possible penalties of \$100.00 per mismatch. Call to schedule a Bulk TIN appointment today – 866-444-3559.

- **TRA97 Compliance (Educational Institutions) 1098-T form:** This option is unique to form 1098-T and designed for colleges/universities. The SSAE 16 SOC I TYPE II 1099 Pro Service Bureau prepares and mails the form 1098-T tuition statements and also files the forms electronically with the IRS. Call for a quote 866-444-3559.

The following services are available to 1099 Pro users for an hourly fee or flat rate.

Contact the Service Bureau for more information toll free 866-444-3559 or email sb@1099pro.com.

- **Custom WMF Files:** Our team will design a detailed custom layout for your specific printing needs including logo and/or statement design.
- **Custom Programming**
- **Custom Reports**
- **File Translation/Data Manipulation**
- **Data Entry**
- **Remote Hosting via the Internet**
- **Full Service Provider**
- **Corporate Suite Installation and Support**
- **Filing to the States:** Filing via the CFSF program is included free of charge in our Service Bureau Package listed above. If additional state filing is required our Compliance Team can assist you.
- **Corrections:** Upload your corrections to the 1099 Pro Service Bureau via a secure FTP site, to eliminate the tedious 1096 process. Electronic filing of corrections via the Service Bureau is a \$45 flat fee.

26.2 Service Bureau Overview & Upload Process

Service Bureau Overview

Why should I use the Service Bureau?

The 1099 Pro Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro, all performed in our secure SSAE 16 SOC I TYPE II environment.

All Domestic Service Bureau Printing and mailing jobs come with IMB Tracing. IMB tracing on domestic mailings by the 1099 Pro Service Bureau are sent out with an IMB (Intelligent Mail barcode) which reports the last time each 1099 individual was scanned by the post office. We pre-sort your mail and send it out in pallets to the regional post offices. IMB information is not available until scanning by the Postal Service Facility. At each point where a mail piece is scanned this information is updated once per day. For example mail is scanned when the mail goes out for delivery and where available the estimated delivery date is shown as well.

In the event that a form recipient says that they did not receive a document you may wish to mail an additional copy to the recipient (see [QuickPrint](#)) or you may email them an encrypted PDF of their tax form (see Email encryption).

For generalized information on this service from the USPS see:

<https://mailtracking.usps.com/mtr/landing/resources/confirm/landingConfirmLaunch.jsp>

We provide Printing & Mailing, Electronic Delivery, Web Presentment, Bulk TIN Matching, and IRS Filing services to thousands of our users.

Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. Whether you have a large or small job, consider the cost savings and the value of a "job done right" during your busiest months of the year.

We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to schedule an appointment date. We must have your data by the agreed upon appointment date to ensure that it is posted online, mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your encrypted upload file to us on or before your appointment date.

Contact the SSAE 16 SOC I TYPE II Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099 Pro.com
- **Internet:** <http://www.1099 Pro.com>

Instant price estimates are available online at <http://www.1099 Pro.com/servPricing.asp>
Click [here](#) to learn more about the [Service Bureau Upload Process](#)

26.2.1 Step 1 - Creating an Upload File for Print/Mail or E-File

Step 1 - Creating an Upload File

Only records with a printed or pending print status are available for inclusion in an upload file. Refer to the [Form Counts Report](#) for an overview of all forms and their respective statuses. In order for the Service Bureau to submit your upload file to the [Combined Federal/State Filing Program](#), each filer must have the [Combined Federal/State](#) Filer check box marked PRIOR to creating your upload file. To review Filer information see the [Browse Filer screen](#).

Printing and Mailing

*Please visit <https://www.1099pro.com/videos.asp> click the "How to Print and Mail Using the Service Bureau" video to watch a brief tutorial on printing and mailing using the Service Bureau.

1. If you wish to have the Service Bureau print and mail your forms, select the "**via the Service Bureau**" link under the **Printing & Mailing** section on the left task bar. If you would like the Service Bureau to electronically file your forms, then click the "via the Service Bureau" link under the **Filing My Forms** section.

2. At the Printing, Mailing, Filing and Bulk TIN Matching screen click either the "Printing and Mailing Upload" or "Filing with the IRS upload" depending on what action you want done.
3. We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process will go as smoothly as possible. [See Web Updates for more information](#)
Note: If you would like to have the software add account numbers to any records in the software that do not already have them click on "Start the Generate Accounts Wizard" and follow the wizard.
4. At the Create Upload File Wizard click "Begin" to proceed. Use the "Back" button at any time to go back a step.
5. **Step 1: Select Filers** - Choose a method for selecting eligible Filers.
 - **All of my Filers:** This will choose all eligible records for all Filers in the software.
 - **Select (Tag) Filers:** This will allow you to manually tag each Filer that will be included in the Service Bureau Upload.
 - **Current:** This will only use the currently selected Filer for uploading Filer information to the Service Bureau.
6. **Step 2: Form Types** - Choose a method for selecting the form type that will be included in the Service Bureau upload:
 - **All Form Types:** This will go through all form types in the software for the Filer(s) you've chosen and include all eligible records entered for any tax forms.
 - **Select (Tag) Form Types:** This will allow you to manually choose (Tag) which form types are included in the Service Bureau upload.
 - **Current:** This will only use the currently selected form type and the eligible records therein for inclusion in the Service Bureau upload.
7. **Step 3: Upload Action** - Choose a method for selecting which process the Service Bureau will do with the forms.
8. **Step 4: Thresholds** - This option will allow you to determine how your forms will be processed. If check-marked, tax forms without dollar amounts will not be included.
9. **Step 5: Contact Information** - This is the information that the Service Bureau will use to contact you should there be an issue with the information that you've uploaded to them. Click "Update Contact" to add the contact information.
10. **Step 6: Printer** - Several reports will print out at the end of the Service Bureau Upload Wizard, these reports will print out from the chosen printer.

***Extra Options**

- **TIN Masking:** Choose an option to mask the SSN or EIN of your TIN.
- **Extra Print Options:** Choose this for advanced printing/mailing/e-delivery options.
- **Error Scan:** Clicking this option will cause the software to check the records for the chosen Filer(s) and Form type(s) for errors or warnings prior to their being uploaded to the Service Bureau. **Note:** In order to adjust any records with errors or warnings you will have to exit the Service Bureau Upload wizard and use the "Work With My Tax Forms" area.

- **Folder:** The default location is C:\1099 Pro\Pro99T14\Uploads, you have the option to change the location where a file will be created and uploaded to the Service Bureau from. **Note:** It is not recommended that you change the location from the default location.

11. Click on "**Create File**" to proceed.
12. Once the upload file has been generated, the wizard will print all of the necessary paperwork needed for the next step. These will include the following:
 - A Summary report and Instructions sheet
 - A one page control totals report for EACH filer and tax form type you select.

Filing

*Please visit <https://www.1099pro.com/videos.asp> click the "Filing Electronically with the Service Bureau" video to watch a brief tutorial on the Service Bureau filing process.

1. In the taskpanel under "Filing My Forms" choose "Via the Service Bureau" and click the "Filing with the IRS Upload" button.
2. Check for updates and if you like to add account numbers, click the "Start the Generate Accounts Wizard".
3. At the Create Upload File Wizard click "Begin" to proceed. Use the "Back" button at any time to go back a step.
4. **Step 1: Select Filers** - Choose a method for selecting eligible Filers.
 - **All of my Filers:** This will choose all eligible records for all Filers in the software.
 - **Select (Tag) Filers:** This will allow you to manually tag each Filer that will be included in the Service Bureau Upload.
 - **Current:** This will only use the currently selected Filer for uploading Filer information to the Service Bureau.
5. **Step 2: From Types** - Choose a method for selecting the form type that will be included in the Service Bureau upload:
 - **All Form Types:** This will go through all form types in the software for the Filer(s) you've chosen and include all eligible records entered for any tax forms.
 - **Select (Tag) Form Types:** This will allow you to manually choose (Tag) which form types are included in the Service Bureau upload.
 - **Current:** This will only use the currently selected form type and the eligible records therein for inclusion in the Service Bureau upload.
6. **Step 3: Upload Action** - Choose a method for selecting which type of upload the Service Bureau will do with the forms.
7. **Step 4: Contact Information** - This is the information that the Service Bureau will use to contact you should there be an issue with the information that you've uploaded to them. Click "Update Contact" to add the contact information.
8. **Step 5: Printer** - Several reports will print out at the end of the Service Bureau Upload Wizard, these reports will print out from the chosen printer.

***Extra Options**

- **Error Scan:** Clicking this option will cause the software to check the records for the chosen Filer(s) and Form type(s) for errors or warnings prior to their being uploaded to the Service Bureau. **Note:** In order to adjust any records with errors or warnings you will have to exit the Service Bureau Upload wizard and use the "Work With My Tax Forms" area.
- **Folder:** The default location is C:\1099 Pro\Pro99T14\Uploads, you have the option to change the location where a file will be created and uploaded to the Service Bureau from. **Note:** It is not recommended that you change the location from the default location.

9. Click on "Create File" to proceed.

10. Once the upload file has been generated, the wizard will print all of the necessary paperwork needed for the next step. These will include the following:

- A Summary report and Instructions sheet
- A one page control totals report for EACH filer and tax form type you select.

See [Step 2](#) Approving Control Totals.

26.2.2 Step 2 - Approve Control Totals

Step 2 - Approve Control Totals

Approve Control Totals:

After successfully generating your file, you will be given the option to view your control totals report, it is highly recommended that you click "View Control Totals Report" to view and then print a copy of the control totals, it contains important information including the name and location of your upload file and details on uploading your file to the Service Bureau.

If steps 1-3 are all correct, you need to check EVERY ONE of the following Control Totals Reports to confirm that the number of records and the control totals (dollar amounts) for each of the boxes are correct.

If you approve of the information on the control totals:

1. Enter the total number of forms in the "**Acknowledge the total by re-entering it here**" box.
2. Type your name in the "**Signature**" box.
3. Click "**Upload my File**"

What to do if the Summary or Control Totals are not correct...

1. Highlight the session upload at the "Begin a new Service Bureau Upload Session Screen."
2. Click on the "Reset (VOID) Upload" button to void the upload. All of the forms associated with any of the logs that were part of the Upload Session will be reset back to their original, pre-upload status.
3. Correct all problems you discovered while examining your Control Total Reports, then return to the Service Bureau Upload Session Screen and create a new Upload file.

What to do next after you have examined the Summary and Control Totals Reports...

1. Return to the 1099 Pro Service Bureau Upload Center screen where the Service Bureau Upload Sessions are listed.
2. On the list, select any "Pending" log item that is part of this upload.
3. Are these Processing Instructions correct?
4. Are all of the Filers and Form Types that you want to upload to 1099 Pro during this session listed above?
5. For the eligible form types in the above summary, is the [CFSFP](#) marked correctly for each filer. (CFSFP is the [Combined Federal/State Filing Program](#). **Note:** See the CFSFP help topic for more information)
6. At the Printing, Mailing and/or Filing... screen, you can view a summary of Service Bureau Upload Sessions including:
 - The Filer TIN
 - Form Type
 - Form Count
 - The Status
 - Session Date
 - Session Time
 - The Upload Filename

See [Step 3](#) "File Upload Transfer" to the Service Bureau.

26.2.3 Step 3 - File Upload Transfer & Completion

Step 3 - File Upload Transfer & Completion

To Upload

1. Highlight the session you wish to upload at the "At the Printing, Mailing, Filing and Bulk TIN Matching screen..."
2. At the bottom of the screen, click the "Complete Pending Upload" button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

Ready to upload your file via Built-in FTP using the Internet?

This is the preferred method of uploading to the 1099 Pro Service Bureau. The wizard will automatically upload the file for you, using the standard FTP (File Transfer Protocol). An Internet connection is required for this option (Dial-up, DSL, Cable Modem...etc.). Select Built in FTP to upload your file via File Transfer Protocol to the Internet. Click "Next". In the next screen, please confirm your settings in the summary window before starting the Upload Process:

- Upload Type - Upload for filing with the IRS
- Upload Method - FTP (Built in)
- Total Filer/Form Combinations
- Total Tax Forms
- File Name - (Example: S9999999-ABC123.zip)
- Type
- File Location - (i.e. <%DEFAULTPATH%>\Uploads)
- Contact Information - Contact First and Last Name, E-mail Address, and Phone Number.

Press "Upload Now" to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the "Cancel/Stop the Upload" button.

Alternatively you may manually transfer the file to the Service Bureau. E-mail** your upload file to uploads@1099Pro.com. You will receive an automatic confirmation of receipt of your e-mail. After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading. Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

If unable to upload via built in FTP:

- Select to Manually transfer your file to the Service Bureau.
- Press "Finish" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is your responsibility to make sure these records are transferred to the Service Bureau.

Method A: Sending your file via email

1. Create an email, ATTACH the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099Pro.com
2. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

Method B: Uploading your file manually via the 1099 Pro uploads web site.

1. Using your web browser, access our secure FTP site at: <https://uploads.1099Pro.com>
2. Fill in the prompts, using Login ID: 1099upload, Password: 2004
3. Click the LOGIN button, then click UPLOAD at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click UPLOAD to send the records to the Service Bureau.
5. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.

1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk.
2. Package the disk, SIGNED Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

26.3 Bulk TIN Matching via the Service Bureau Overview

Bulk TIN Matching via the Service Bureau Overview

Why should I use the Service Bureau?

The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to set an appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your upload file to us on or before your appointment date.

The Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro. Customers are encouraged to schedule their Print/Mail/E-Filing/Bulk TIN uploads appointments now! Rates and

availability are not guaranteed until your appointment is booked.

Contact the SSAE 16 SOC I TYPE II Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099 Pro.com
- **Internet:** <http://www.1099 Pro.com>

Instant price estimates are available online at <http://www.1099 Pro.com/servPricing.asp>

Click [here](#) to learn more about the [Service Bureau Upload Process](#)

26.3.1 Using Bulk TIN Matching

Using Bulk TIN Matching

Avoid \$100/mismatch penalties! Utilize 1099 Pro's Bulk TIN Matching Service!

Offer Details:

- \$135 for up to 100,000 records
- Contact sb@1099pro.com if the file is greater than 100,000 records
- Approximately 24 hour turn-around time
- Access to a FREE trial of our individual TIN Matching service (details below)

Bulk TIN Checking is an essential compliance and risk mitigation service that identifies TIN/Name mismatches prior to filing with the IRS. Penalties can be assessed at up to \$100/record at the IRS's discretion.

Simple Upload Instructions:

1. File format and secure upload specifications: [Click to view](#)
2. Be sure to include "TIN MATCHING UPLOAD TRANSMITTED" as the subject of your email.
3. You're finished!

Additional Services - TINCheck.com:

Another great option to validate your TIN/Name combinations via individual checks or bulk!

TINCheck.com is a straight-forward and user friendly resource; simply log in and instantly gain access to multiple verification sources in one place.

Extra Options:

- Complete list validation: OFAC, DMF, EPLS, LEIE, TIN/Name
- Integrate an API/web service into an existing AP system for seamless verification of new vendors
- Prepaid plans or monthly subscription pricing plans are based on volume
- Bulk TIN Checks with complete list validations available
- FREE trial account - just click on "Register" at www.TINCheck.com

To get started go to [Step 1 - Creating an Upload File for Bulk TIN matching](#)

26.3.2 Step 1 - Creating an Upload File for Bulk TIN Matching

Step 1 - Creating an Upload File

To create an upload file

1. On the [task panel](#) under the Printing and mailing section click on "Print/Mail Forms Myself" then click the "Bulk TIN Matching Upload" icon to elect to have the Service Bureau upload records for Bulk TIN matching.
3. At the Upload Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
4. You are then prompted with the "Do you have the latest version of 1099 Pro screen?" We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process will go as smoothly as possible. [See Web Updates for more information](#)

Choose a method for selecting eligible records.

Selected Form Types for ALL Filers:

- This option prompts you to select (tag) the form types to include in this upload file. All filers will be processed.

Selected Form Types for Selected Filers:

- This option prompts you to select (tag) the filer and the form types to include in this upload file.

Select the destination folder:

- The default location is <%DEFAULTPATH%>\Uploads. It is preferable to create your upload file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

Enter your Contact Information and User Password:

- This information is used in case the Service Bureau needs to contact you and where your Bulk TIN results will be sent. The password is used to encrypt the Bulk TIN matching results when they are returned to you.

Select the Printer for your Bulk TIN Matching summary and instructions:

- Here you may change the printer where you summary and instructions are printed.

See [Step 2](#) Approving the Bulk TIN matching upload

26.3.3 Step 2 - File Upload Transfer & Completion for Bulk TIN

Step 2 - File Upload Transfer & Completion

Welcome to the Upload File transfer Wizard (Pre-Upload Checklist)

To Upload

1. Highlight the session you wish to upload at the "At the Printing, Mailing, Filing and Bulk TIN Matching screen..."
2. At the bottom of the screen, click the "Complete Pending Upload" button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

Ready to upload your file via HTTPS?

This is the preferred method of uploading to the 1099 Pro Service Bureau. The wizard will automatically upload the file for you, using the standard HTTPS secure transfer. Select HTTPS to upload your file. Click "Next". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

- Upload Type - Upload for filing with the IRS
- Upload Method - HTTPS
- Total Filer/Form Combinations
- Total Tax Forms
- File Name - (Example: S9999999-ABC123.zip)
- Type
- File Location - (i.e. <%DEFAULTPATH%>\Uploads)
- Contact Information - Contact First and Last Name, E-mail Address, and Phone Number.

Press "Upload Now" to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the "Cancel/Stop the Upload" button. Alternatively you may manually transfer the file to the Service Bureau. E-mail your upload file to uploads@1099 Pro.com. You will receive an automatic confirmation of receipt of your e-mail. After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading. Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

If unable to upload via built-in HTTPS:

- Select FTP to Manually transfer your file to the Service Bureau.
- Press "Finish" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is your responsibility to make sure these records are transferred to the Service Bureau.
- Methods for sending records to the 1099 Pro Service Bureau when manual transfer is selected.

Method A: Sending your file via email

1. Create an email, ATTACH the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099 Pro.com
2. SIGN and FAX your cover sheet to the phone number indicated on your printouts.

Method B: Uploading your file manually via the 1099 Pro uploads web site.

1. Using your web browser, access our secure FTP site at: <https://uploads.1099 Pro.com>
2. Fill in the prompts, using Login ID: 1099upload Password: "2004"
3. Click the LOGIN button, then click UPLOAD at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click UPLOAD to send the records to the Service Bureau.
5. SIGN and FAX your cover sheet to the phone number indicated on your printouts.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.

1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk.
2. Package the disk, SIGNED Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery

26.4 Wizard SB Upload

Create an Upload File

To Upload

1. Highlight the session you wish to upload at the "At the Printing, Mailing, Filing and Bulk TIN Matching screen..."
2. At the bottom of the screen, click the "Complete Pending Upload" button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

Ready to upload your file via HTTPS using the Internet?

This is the preferred method of uploading to the 1099 Pro Service Bureau. The wizard will automatically upload the file for you, using the standard HTTPS secure transfer.

Select Built in HTTPS to upload your file. Click "Next". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

- Upload Type - Upload for filing with the IRS
- Upload Method - HTTPS secure transfer
- Total Filer/Form Combinations
- Total Tax Forms
- File Name - (Example: S9999999-ABC123.zip)
- Type
- File Location - (i.e. <%DEFAULTPATH%>\Uploads)
- Contact Information - Contact First and Last Name, E-mail Address, and Phone Number.

Press "Upload Now" to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the "Cancel/Stop the Upload" button. Alternatively you may manually transfer the file to the Service Bureau. E-mail** your upload file to uploads@1099 Pro.com. You will receive an automatic confirmation of receipt of your e-mail. After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading.

Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

If unable to upload via HTTPS:

- Select to Manually transfer your file to the Service Bureau.
- Press "Finish" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is your responsibility to make sure these records are transferred to the Service Bureau.

Methods for sending records to the 1099 Pro Service Bureau when manual transfer is selected.

Method A: Sending your file via email

1. Create an email, ATTACH the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099 Pro.com
2. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

Method B: Uploading your file manually via the 1099 Pro uploads web site.

1. Using your web browser, access our secure FTP site at: <https://uploads.1099 Pro.com>
2. Fill in the prompts, using Login ID: 1099upload Password: 2004
3. Click the LOGIN button, then click UPLOAD at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click UPLOAD to send the records to the Service Bureau.
5. SIGN and FAX your upload reports and authorizations to the phone number provided on the paperwork.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.

1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk.
2. Package the disk, SIGNED Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

26.5 Reset Void Service Bureau Upload

Reset (Void) Service Bureau Upload

Resetting an upload session voids (deletes) the entire upload session. All forms automatically revert to their pre-upload status.

To reset session

1. On the [task panel](#) select the Service Bureau section and the Printing & Mailing icon.
2. At the Completed Service Bureau Upload Session List screen highlight an upload session and click the "Reset (Void) Session" button.
3. The Administrator prompts to confirm the void. Click "Yes" to continue or "No" to abort. Session status immediately updates to Voided.

27 Tax Supplies

Tax Supplies

1099 Pro, Inc. sells all of the tax forms and supplies necessary for use with 1099 Pro* software at competitive rates.

- All forms and supplies offered by 1099 Pro, Inc. are IRS approved.
- All orders over \$100 automatically receive a 10% discount.
- Order in advance; overnight shipping of forms can cost more than the actual forms!
- Returns are NOT accepted after November 30, 2014. Customer is responsible for all return shipping charges.

**All tax forms and supplies are subject to availability. Prices subject to change without notice.*

Online Ordering

Customers may place orders online for laser forms and envelopes (current tax year only). In addition to placing orders, customers may view tax forms and a brief item description. Try it at www.1099pro.com; click on the "Products" button and the "Tax Forms" hyperlink.

Online Customer Account Access

Customers who've purchased items in the past year may go online to view prior orders and activation codes. Order tracking is also available to see if your order has been shipped. Try it at www.1099pro.com; click on the "Login" button and follow the prompts.

Telephone Orders

Customers may place orders for all tax supplies (including laser for current and past tax years) by telephone with our Sales team at (888) 776-1099.

27.1 Blank Copier Paper

Blank Copier Paper

Blank Copier Paper: Print Copy B &/or C directly onto blank copier paper. Good in case of an emergency when Blank Laser paper is unavailable (might require special folding and/or cutting to fit in standard IRS approved envelopes). 1099 Pro, Inc. offers custom designed IRS regulation envelopes to fit copier paper.

Blank Laser Perf: Print Copy B &/or C directly onto blank laser perforated stock (1099 Pro prints the necessary graphics). Easier to fold than blank copy paper because of the perforations and since it is blank...it won't go out of date! Also prints instructions. When using blank stock you must select the copies to print. The Print Wizard features a Combined option that prints all required copies for the recipient on one sheet (e.g., 1099-MISC Combined includes copies B, 2 and instructions). You may instead select the individual copies for the recipient, but you will need to *manually collate* the copies.

*Please visit <https://www.1099pro.com/videos.asp> and select the "Quick Tips: Print to Blank Paper" video for a brief guide on printing on blank perforated paper.

When printing instructions to blank paper you may:

- Print them as part of the normal print run with one copy per recipient. Remember to collate instructions with the recipient copies, OR
- Print them on one sheet now and photocopy it as many times as needed. Then use the reverse side of the photocopied sheets to print your forms. If selecting this option do NOT print any copies at this time, first prepare the instructions and then print the copies, OR
- Print "X" pages at this time.

The IRS requires you to send both tax forms and instructions to recipients.

27.2 Preprinted Paper

Preprinted Paper

Preprinted Laser Perf: When using preprinted laser forms you must select the copies to print. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer. For use with Copy A, B, C &/or 1096. Forms are perforated, with each required copy preprinted with the necessary information (Copy A in red drop-out ink, Copy B in black, etc.). Saves toner and time!

27.3 Pressure Seal Forms

Pressure Seal Forms Support

To meet the needs of customers who are printing out high volumes of 1099 and W2 forms 1099 Pro, Inc. has added the ability to print to pressure seal forms in our 1099 Pro & W2 Pro Professional and Enterprise products. Several different formats of pressure seal forms are available from 1099 Pro, Inc. Our W2 Pro, 1099 Professional and Enterprise software will be able to print on any of those forms and if there is a pressure seal form which you would prefer to use that is not already a listed printing option in the software, contact our [Service Bureau](#) and we'll customize the software to accommodate you and your choice of form(s).

Trouble Shooting

Customers may experience issues when attempting to print on the large 8.5" x 14" pressure seal forms. If the printer software is not configured correctly during the print process after selecting pressure seal forms (any 8.5 x 14" form either preprinted or blank) you will find that it appears that the printer is squashing the graphics and text. The reason: The default setting for most printers is 8.5" x 11" letter paper. In order for the text and graphics to appear properly on the 8.5 x 14" paper you should select legal for the paper format. If you are unsure about how to select legal paper during the print process you will want to contact your printer manufacturer.

28 Transmitter Information

Transmitter Information

A [Transmitter Control Code](#) number or (TCC) is required when filing electronically. A TCC is composed of five alpha-numeric characters. If filing electronically via the Service Bureau, a TCC is not required and this information need not be completed.

Request a TCC

To obtain a TCC file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen. For more information on TCC's, contact the IRS-MCC at (304) 263-8700. A single TCC may be used to file on behalf of multiple filers.

See [How to Create a Transmitter](#).

28.1 Create a Transmitter

Create a Transmitter

To create a transmitter

1. At the [menu bar](#) click "File" and "Transmitter Information".
2. At the Update eFile Transmitter Information screen:
 - Enter the IRS assigned TCC (five alpha-numeric characters).
 - Enter the IRS assigned TIN (dashes MUST be inserted!).
 - Enter the name of the company (or individual) owning the TCC.
 - Enter a contact name and phone number.
 - Enter the TCC owner's address.
3. Click "OK" to save changes or "Cancel" to abort.

The transmitter information is incorporated into the electronic file. The TCC displays on the "Computer Generated Substitute Form 4804/Form 4802" report which prints automatically after creating your Electronic File. If after creating electronic files you discover that your TCC was entered incorrectly, the Electronic File session must be voided. Changes made at the Update Electronic File Transmitter Information screen will NOT flow through to already created electronic files.

29 W-9

29.1 W-9 Overview

Form W-9 Overview

To comply with the following IRS guidelines for W-9s & B-Notices see the [W-9 Request Wizard](#)

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. *Use Form W-9 Request for Taxpayer Identification Number and Certification to request a recipient's TIN if the recipient is a U.S. person or U.S. resident alien. If the recipient is a foreign person use the appropriate Form W-8.

What is a backup withholding CP2100/CP2100A "B" Notice?

CP2100/CP2100A "B" Notice "Backup withholding explained" is used for the purpose of soliciting correct name/TIN combinations. There are actually two "B" notices—the First "B" Notice and the Second "B" Notice. The text of the Second "B" Notice is different from that of the First "B" Notice. It instructs the payee to contact IRS or the Social Security Administration (SSA) to obtain the correct name/TIN combination as shown in their records.

First "B" Notice

1. Send the First "B" Notice, Form W-9, and an optional reply envelope to the payee within 15 business days from the date of the CP2100 Notice or the date you received it (whichever is later). Date the "B" Notice no later than 30 business days after the date of the CP2100/CP2100A Notice or the date you received it (whichever is later). The outer envelope must be clearly marked "IMPORTANT TAX INFORMATION ENCLOSED" or "IMPORTANT TAX RETURN DOCUMENT ENCLOSED."
2. Make sure that necessary information such as the date, account number, and BWH rate are on the "B" Notice before mailing it to the payee. If you do not include the optional reply envelope be sure to provide return address information in your mailing.
3. Update your records with the corrected information received from the payee and include it on any future information returns you file. Do not send the signed Form W-9 to the IRS.
4. Begin backup withholding on payments made to payees who do not return a signed Form W-9, response to the First "B" Notice no later than 30 business days after the date of the CP2100/CP2100A Notice or the date you received it (whichever is later). However, you may begin backup withholding the day after the date you receive the CP2100 Notice. Stop backup withholding no later than 30 calendar days after you receive the signed Form W-9 from the payee. You may stop any time within that 30 calendar day period.

NOTE: Do not file a correction unless you are also making a change to the dollar amount reported. It is your responsibility to send the appropriate "B" Notice to the payee, when required, to obtain the correct Name/TIN. This information may not be solicited by telephone. You need a TIN that the payee certifies as correct on Form W-9 in order to stop current backup withholding or prevent backup withholding from starting.

Second "B" Notice

1. Send the Second "B" Notice and an optional reply envelope to the payee within 15 business days after the date of the CP2100 Notice or the date you received it (whichever is later). Date the "B" notice no later than 30 business days after the date of the CP2100 Notice or the date you received it (whichever is later). Do not send a Form W-9. The outer envelope must be clearly marked "IMPORTANT TAX INFORMATION ENCLOSED" or "IMPORTANT TAX RETURN DOCUMENT

ENCLOSED."

2. The payee must contact the SSA to have his or her social security number validated (on Form SSA-7028, Notice to Third Party of Social Security Number Assignment) or the IRS to get his or her employer identification number validated (on IRS Letter 147C).
3. Allow 30 business days after the date of the Second "B" Notice to receive SSA Form 7028 from the SSA or Letter 147C from the payee. Begin backup withholding on payments made to the payee if you don't receive Form SSA-7028 or Letter 147C by the 30th business day. You may at your option begin backup withholding during the 30 business day period. You must continue to backup withhold until you receive the validation. Stop backup withholding no later than 30 days after you receive the required verification. You may stop backup withholding anytime within that 30 calendar day period after receiving verification.

NOTE: You are not required to file a correction unless you are also making a change to the dollar amount reported. It is your responsibility to send the appropriate "B" notice to the payee, when required, to obtain the correct Name/TIN. This information may not be solicited by telephone. You need a TIN validation (IRS Letter 147C or Form SSA-7028 as appropriate) in order to stop current backup withholding or prevent backup withholding from starting.

Third and Subsequent Notices

Is a Third B-Notice Required?

Generally, you may ignore a third or subsequent notice of missing or incorrect TIN(s) if you completed the actions for the First and Second "B" Notices and the incorrect payee name and TIN combination and account number remain the same. However, if the CP2100/CP2100A Notice and listing(s) relate to the same payee, but with a different Name/TIN combination than on the "first" and "second" notice, you must treat the notice as a "first" notice.

29.2 W-9 Main Screen

W-9 Request Main Screen

From the W-9 Request main screen you can track, update, print & view/reprint all previously issued information requests.

Current View/Sort

Allows you to sort the list of Names or Businesses by Last Name or by Tax Identification Number

Search for Name/TIN

This feature is used for searching by Name or TIN only.

Filters

By placing check marks in the following boxes, the software then filters the list based on the criteria you select.

Request Types to show:

- **W-9** - Show all W-9 requests only
- **W-9S** - Show all W-9S Requests Only

- **1st B-Notice** - Show only a list of first B-Notice requests
- **2nd B-Notice** - Show only a list of second B-Notice Requests
- **Show All** - By clicking this button you can place a check mark in all boxes automatically

Request Status Types to show:

- **Open/Pending** - Shows all currently open/pending requests
- **Close/Resolved** - Shows all closed or resolved requests when corrected info has been received back from the recipient.
- **Voided** - Shows all VOIDED requests
- **Escalated** - If you choose Escalate, when you save the Recipient form, the existing form is closed and you are taken directly to the Info Request wizard to create a new form.

View/Print Report

Allows you to run a report based on the current list of requests then print it out.

Issue New Requests

Takes you to the Print Information Requests Screen

View/Reprint Selected

You can reprint a request by highlighting it in the list and clicking this button. You have the option to preview the request before sending it to the printer.

W-9/B-Notices Request Tab

(Only Applicable if an open request exists for a recipient)

Your options for status requests are as follows:

- **Leave the Request Open as Pending** - Any open requests will be untouched and left in a Pending status.
- **Close the Request** - This option is used when corrected info has been received back from the recipient, etc.
- **Voided** - VOID the request, it should not have been issued. (After you VOID a request and save your changes, that request can no longer be modified since it is now considered updated/closed)
- **Escalated** - If you choose Escalate, when you save the Recipient form, the existing form is closed and you are taken directly to the Info Request wizard to create a new form. Your options to escalate are Escalate to the 1st B-Notice or Escalate to a 2nd B-Notice. When escalating, selecting either one of these options determines the proper screen you will be taken to.

29.3 W-9 Report

W-9 Report

Information Request Report Options available are as follows:

Select the Printer - Selects the current printer to use to print the request.

Select the Sort Order

- By Last Name
- By TIN

Report Preview - Enables you to preview the report before it is printed.

Request Types - W-9, W-9S, 1st B-Notice, & 2nd B-Notice.

Request Status - Opened/Pending, Closed/Resolved, Voided, Escalated.

Date Issued Range - From [Begin Date] to [End Date]

Filer to Include - Option available for selection is "All Filers"

29.4 W-9 Single/Batch Requests

Browse W-9 Single/Batch Requests

You can issue Information Requests (i.e., W-9, W-9S, 1st B Notice and 2nd B Notice forms) either by single form or in batches.

- **Batches:** To issue forms in batches there are two options: Use the "Issue W-9 and B-Notice Forms" option under Utilities to access directly. The second option is to Click on "W-9/B Notices" on the task panel then "Issue New Requests" from the "Manage Information Requests" window.
- **Single Form:** Navigate to the recipient browse screen, click on the "Issue W-9/B-Notice" button to issue a form for the selected recipient. Or, on the W-9 tab on the Recipient update form, click on "Issue an Information Request Form" button there as well.

[See Begin W-9 Request Wizard](#) for more information

Current Query

The Current Query field on this screen allows you to view "All Batches for all filers" or "All batches for the current filer."

View/Print Batch Report

You can generate a report based on the current active W-9 requests containing the following information: "Current TIN/Name/Address", "TIN/Name/Address when issued", "Requester/Form Type/Status/Date Created".

29.5 W-9 Wizard

W-9 Wizard

The W-9 Request wizard will help you to issue a group of new information request forms. The status of these forms can then be tracked and updated as needed.

W-9 Request Wizard

1. At the "Print Information Requests" screen for W-9s and [B-Notices](#), click the "Print a new batch of

- information request forms" button. Click "Next".
2. Choose the type of form you need to print. Your options are:
 - W-9 Request for Tax Payer ID number and Certification
 - First B-Notice
 - Second B-Notice
 - W-9S Request for Student/Borrower's Tax Payer Identification Number
 3. Next, Specify the Requesting Filer who is mailing these forms. You may also select a different filer by using the "Select a Different Filer to use..." button
 4. Choose an option for how Recipients will be selected, either "Manual" or "Automatic", then click "Next".
 5. Tag the recipients you want to send [W-9](#) requests for by either manually tagging them or using the automatic feature which will select recipients based on the criteria of whether they have an invalid TIN or a missing TIN. Click "Next".
 6. Set the print options for your [W-9](#) Forms, Click "Next".
 7. Confirm your settings and then click "Finish".
 8. After clicking "Finish" you are returned to the "Create a New Batch screen" If you are finished then click "cancel" to print these requests.

Duplexing

For users who have Printers with a duplexing unit there is an option to print on both sides of a sheet of paper.

1. Follow steps 1-8 above, then at the Print Preview screen initiate a print session by clicking the "print" icon at the top of the preview screen.
2. On the Select Printer Screen, click the properties button for your printer.
3. Click the Finishing tab, then locate the area "Document Options" on this screen.
4. Place a check in the box to "Print on both sides"
5. Click "OK" and proceed to print your request.

29.6 B Notices

B Notices Overview

If after submitting files to the IRS, a mismatch is determined, (e.g., a recipient's name and TIN do not match the IRS records), the IRS sends the Filer a 9872CG, CP2100 or CP2100A Notice. The Filer must then issue a Form W-9 and a B Notice to the recipient in question unless the Filer determines the error was on their part (e.g., a typo). Note the following:

- The recipient has 15 business days to respond to the notice and the Filer has 30 businesses days to reply to the IRS with their findings.
- The Filer need only issue a "B" notice 2 times in 3 calendar years to the same account.

Any data entered in the optional [Location Code](#) field must appear, per the IRS, on backup withholding notices.

Sample "B" Notices

Download Pub. 1679, A Guide To Backup Withholding, from IRS Forms & Publications. The publication includes first and second sample "B" notice formats. Customize it in a word processing program (e.g., Microsoft Word) and create a mail merge.

See [IRS Instructions](#)

30 Error Messages

Common Error Messages & Solutions

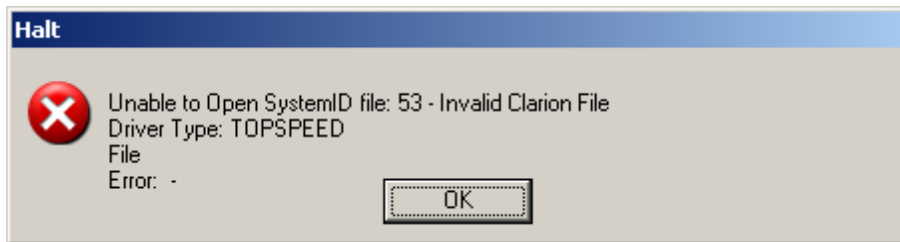
Error messages can appear as pop-ups within your software in the event of a software bug, or user error. Many of these errors have simple solutions that can be fixed by you, your IT department, or 1099 Pro's [technical support team](#). To avoid any possible data loss, be sure to [backup your data](#) regularly.

Most error messages result from one or more of the following issues:

- Incorrectly mapped data file.
- Inadequate user rights to read/write/edit data file.
- Third party anti-virus software removing critical software files.

30.1 Unable to open SystemID file: 53 - Invalid Clarion File

Unable to Open SystemID file: 53 - Invalid Clarion File



Solution:

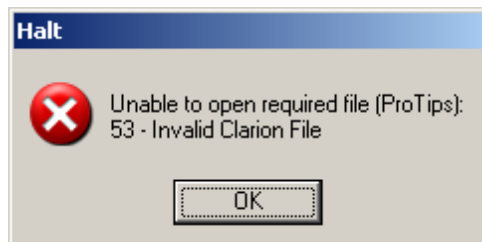
This error most often occurs when the software is not linked to the correct data file. This can be fixed by reinstalling and directing the workstation to the proper data folder. Alternatively, the software may be redirected to the correct data file by editing the .INI file:

- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Edit the file path associated with "SAV:GlobalDataPath" to point to your data file.
- Save and run the software.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99T11\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

30.2 Unable to open required file (ProTips): 53 - Invalid Clarion File

Unable to open required file (ProTips): 53 - Invalid Clarion File



Solution:

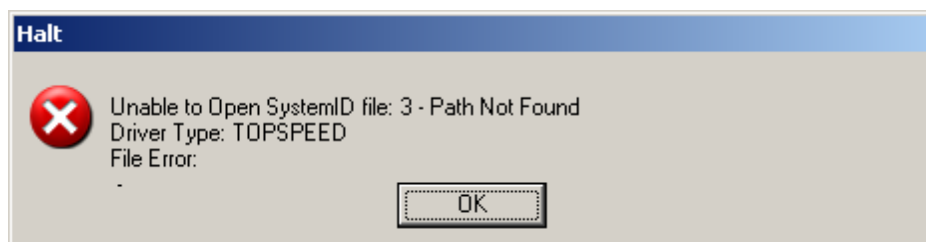
This error most often occurs when the software is not linked to the correct data file. This can be fixed by reinstalling and directing the workstation to the proper data folder. Alternatively, the software may be redirected to the correct data file by editing the .INI file:

- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Edit the file path associated with "SAV:GlobalDataPath" to point to your data file.
- Save and run the software.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99T11\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

30.3 Unable to open SystemID: 3 - Path Not Found

Unable to Open SystemID: 3 - Path Not Found



Solution:

This error most often occurs when the software is not linked to the correct data file. This can be fixed by reinstalling and directing the workstation to the proper data folder. Alternatively, the software may be

redirected to the correct data file by editing the .INI file:

- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Edit the file path associated with "SAV:GlobalDataPath" to point to your data file.
- Save and run the software.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99T11\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

30.4 Unable to open systemID: 5 - access denied

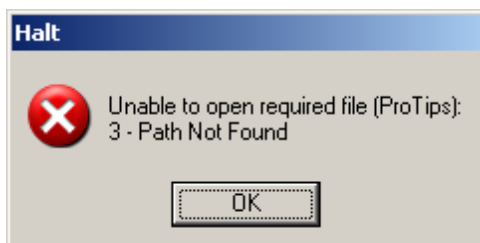
Unable to open systemID: 5 - access denied

Solution:

This error occurs when a user does not have full read/write/edit privileges to the location where the data folder is hosted. Contact your IT department to verify the rights are proper in both the shared location and the folder's security settings. If your IT department has confirmed that your security settings are set properly, contact 1099 Pro [Technical Support](#) for additional assistance.

30.5 Unable to open required file (ProTips): 3 - Path Not Found

Unable to open required file (ProTips): 3 - Path Not Found



Solution:

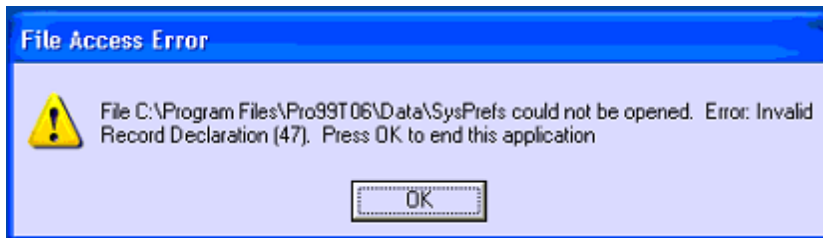
This error most often occurs when the software is not linked to the correct data file. This can be fixed by reinstalling and directing the workstation to the proper data folder. Alternatively, the software may be redirected to the correct data file by editing the .INI file:

- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Edit the file path associated with "SAV:GlobalDataPath" to point to your data file.
- Save and run the software.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99T11\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

30.6 File Access Error. Error: Invalid Record Declaration (47).

File Access Error. Error: Invalid Record Declaration (47).



Solution:

This error can occur when either system latency or anti-virus software interrupts the record-numbering process. Please contact 1099 Pro [Technical Support](#) to further assist you in renumbering your records.

30.7 Unable to Open SystemID: 2 - File not found

Unable to Open SystemID: 2 - File not found

Solution:

This error most often occurs if there was an error during installation, or if a third party virus protection software removed 1099 Pro program files. Check to make sure a file called "systemid.TPS" in file path C:\1099 Pro\Pro99Txx\Resource. If this file has been removed, or was blocked from installation, you may need to [backup your data](#), then uninstall and reinstall the software. Be sure to list 1099 Pro as trusted software in your anti-virus software to avoid having files removed.

If "systemid.TPS" is still present, it's possible that the file path to your data contains unacceptable characters. This can be changes by editing your .INI file:

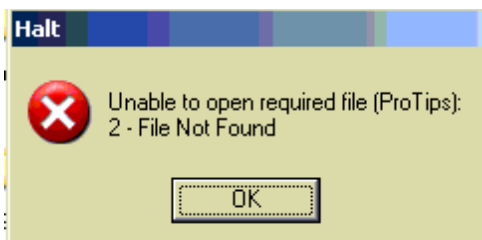
- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Locate the file path associated with "SAV:GlobalDataPath"
- Make sure the data file path does not contain a backslash at the end of the path, or any periods if using a UNC. For example: \\stationx\1099pro\com\c\xxxx\.
- Save and run the software again.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99T11\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

Please contact 1099 Pro [Technical Support](#) to further assist you in renumbering your records.

30.8 Unable to open required file (ProTips): 2 – File Not Found

Unable to open required file (ProTips): 2 – File Not Found



Solution:

This error most often occurs if there was an error during installation or an error when mapping the file path to your data folder. First, be sure you are not running the software from a network location; 1099 pro must be run locally, or from a client installation linked to a hosted data file.

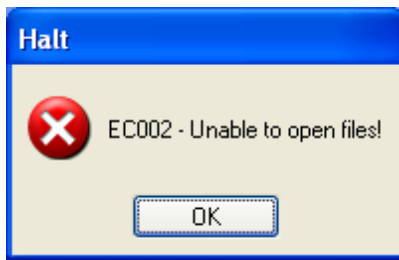
The software may be redirected to the correct data file by editing the .INI file:

- Navigate to C:\1099 Pro\Pro99Txx\Admin
- Open the file called Pro99Txx.INI
- Edit the file path associated with "SAV:GlobalDataPath" to point to your data file.
- Save and run the software.

Please note that the default location for a single-user install saves the data file in C:\1099 Pro\Pro99Txx\Data. If you are setting up a multi-user workstation, your data folder is most likely in a custom location specified during the server installation.

30.9 EC002 – Unable to open files!

EC002 – Unable to open files!

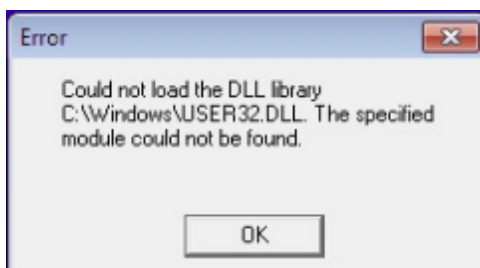
**Solution:**

This error most often occurs when attempting to restore data from the wrong year (e.g. data from 2007 into 1099 Pro for 2008). Users cannot restore data into a different year's software. This is a security measure to ensure that users do not accidentally file the wrong data.

Recipient and filer information may be rolled over during or immediately after installing. For more information, see [Roll Over Data](#).

30.10 Could not load the DLL library C:\Windows\USER32.DLL. The specified module could not be found.

Could not load the DLL library C:\Windows\USER32.DLL.
The specified module could not be found.

**Solution:**

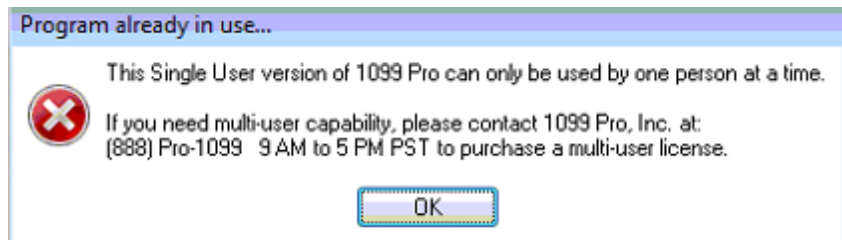
This error occurs when a user does not have full read/write/edit privileges to the location where the data folder is hosted. Contact your IT department to verify the rights are proper in both the shared location and the folder's security settings. If your IT department has confirmed that your security settings are set properly, contact 1099 Pro [Technical Support](#) for additional assistance.

30.11 This Single User version of 1099 Pro can only be used by one person at a time.

Could not load the DLL library C:\Windows

\USER32.DLL.

The specified module could not be found.



Solution:

This error occurs when a user does not have full read/write/edit privileges to the location where the software is installed. Contact your IT department to verify the rights are proper in both the shared location and the folder's security settings. If your IT department has confirmed that your security settings are set properly, contact 1099 Pro [Technical Support](#) for additional assistance.

30.12 Clarion Trappable Runtime Errors

Clarion Trappable Runtime Errors

The following errors can be trapped in code with the `ERRORCODE` and `ERROR` procedures. Each error has a code number (returned by the `ERRORCODE` procedure) and an associated text message (returned by the `ERROR` procedure) indicating what the problem is.

2 File Not Found

The requested file does not exist in the specified directory.

3 Path Not Found

The directory name specified as part of the path does not exist.

4 Too Many Open Files

The total number of file handles available has been used. Check the `FILES=` setting in the `CONFIG.SYS` file, or the user's or network's simultaneous open files setting in a network environment.

5 Access Denied

The file has already been opened by another user for exclusive access, has been left in a locked state, or you do not have network rights to open the file. This error can also occur when no disk space is available.

7 Memory Corrupted

Some unknown memory corruption has occurred.

8 Insufficient Memory

There is not enough unallocated memory left to perform the operation. Closing other applications may free up enough memory.

15 Invalid Drive

An attempt to read a non-existent disk drive has failed.

27 Invalid Table Declaration

An attempt to open a table that has an invalid table structure has failed. This is normally found when a Dynamic File has been created incorrectly. Also seen in IP Driver based applications.

30 Entry Not Found

A GET to QUEUE has failed. For GET(Q,key), the matching key value was not found, and for GET(Q,pointer), the pointer is out of range.

32 File Is Already Locked

An attempt to LOCK a file has failed because another user has already locked it.

33 Record Not Available

Usually an attempt to read past the end or beginning of file with NEXT or PREVIOUS. May also be posted by PUT or DELETE when no record was read before the attempted PUT or DELETE.

35 Record Not Found

For a GET(File,key), the matching key field value was not found.

36 Invalid Data File

Some unknown data file corruption has occurred, or the OWNER attribute does not match the password used to encrypt the file.

37 File Not Open

An attempt to perform some operation that requires the file be already open has failed because the file is not open.

38 Invalid Key File

Some unknown key file corruption has occurred.

40 Creates Duplicate Key

An attempt to ADD or PUT a record with key field values that duplicate another existing record in the file has been made to a file with a key that does not allow duplicate entries.

43 Record Is Already Held

An attempt to HOLD a record has failed because another user has already held it.

45 Invalid Filename

The filename does not meet the definition of a valid DOS filename.

46 Key File Must Be Rebuilt

Some unknown key corruption has occurred that requires the BUILD statement to re-build the key.

47 Invalid Record Declaration

The data file on disk does not match the file's declaration in the .EXE, usually because you have changed the file's definition in the Data Dictionary and have not yet converted the existing data file to the new format. See How do I handle an Error 47

48 Unable To Log Transaction

A transaction logout or pre-image file cannot be written to disk. This usually occurs because no disk space is available, or the user does not have the proper network rights.

52 File Already Open

An attempt to OPEN a file that has already been opened by this user.

54 No Create Attribute

An attempt to execute the CREATE procedure on a file whose declaration does not include the CREATE attribute.

55 File Must Be Shared

An attempt to open a file for exclusive access that must be shared. (Legacy error, no longer used)

56 LOGOUT Already Active

An attempt to issue a second LOGOUT statement while a transaction is already in progress.

57 Invalid Memo File

Some unknown memo file corruption has occurred. For Clarion data files, this could come from a corrupt .MEM file "signature" or pointers to the memo file in the data file that are "out of sync" (usually due to copying files from one location to another and copying the wrong .MEM file).

63 Exclusive Access Required

An attempt to perform a BUILD(file), BUILD(key), EMPTY(file) or PACK(file) was made when the file had not been opened with exclusive access.

64 Sharing Violation

An attempt to perform some action on a file which requires that the file be opened for shared access.

65 Unable To ROLLBACK Transaction

An attempt to ROLLBACK a transaction has failed for some unknown reason.

73 Memo File Missing

An attempt to OPEN a file that has been declared with a MEMO field and the file containing that memo data does not exist.

75 Invalid Field Type Descriptor

Either the type descriptor is corrupt, you have used a name that does not exist in GET(Q,name), or the file definition is not valid for the file driver. For example, trying to define a LONG field in an xBase file without a matching MEMO field.

76 Invalid Index String

The index string passed to BUILD(DynIndex,string) was invalid.

77 Unable To Access Index

An attempt to retrieve records using a dynamic index failed because the dynamic index could not be found.

78 Invalid Number Of Parameters

You did not pass the correct number of parameters to a procedure called in an EVALUATE statement. Note: As of Clarion Version 6.2 (9047), the SQL Drivers now add more information to the trace log file, explaining why the ERRORCODE 78 was generated.

79 Unsupported Data Type In File

The file driver has detected a field in the file declared with a data type that is not supported by the file system the driver is designed to access.

80 Unsupported File Driver Function

The file driver has detected a file access statement that is not supported. This is frequently an unsupported form (different parameters) of a statement that is supported.

81 Unknown Error Posted

The file driver has detected some error from the backend file system that it cannot get further information about.

88 Invalid Key Length

An attempt to CREATE a Clarion file driver KEY or INDEX with more than 245 characters. Other file drivers can also return this error when their file system key length limits are exceeded.

89 Record Changed By Another Station

The WATCH statement has detected a record on disk that does not match the original version of the record about to be updated in a network situation.

90 File Driver Error

The file driver has detected some other error reported by the file system. You can use the FILEERRORCODE and FILEERROR procedures to determine exactly what native error the file system is reporting.

91 No Logout Active

The COMMIT or ROLLBACK statement has been issued outside of a transaction frame (no LOGOUT statement has been executed).

92 BUILD in Progress

A BUILD statement has been issued and PROP:ProgressEvents has been set to generate events. The statement generating this error is not appropriate to execute during a BUILD process.

93 BUILD Cancelled

The user cancelled the BUILD. This error is set when EVENT:BuildDone is posted.

94 Record Limit Exceeded

The target file has exceeded the record limit. This value is file driver dependant, and can be returned

during any attempt to modify a file where the record limit is exceeded.

97 Stream Error

Used during RTF processing.

100 Trigger Error

This error is set whenever a registered file callback method returns FALSE. See CALLBACK

1010 Illegal Expression

The EVALUATE procedure has detected an error in the syntax of the expression it is attempting to evaluate.

1011 Variable Not Found

The EVALUATE procedure has not found a variable used in the expression it is attempting to evaluate. You must first BIND all variables used in the expression for them to be visible to EVALUATE.

31 Additional Services

31.1 TINCheck

TINCheck: TIN/Name Verification

The IRS penalty for TIN/Name mismatches is now \$100 per mismatch. The TINCheck service is an essential tool in identifying mismatch errors through an interactive and user friendly website prior to filing information returns. Simply log in with a username and password, and instantly gain access to multiple verification sources in one place. Users also have the option of integrating the API/web service into an existing accounts payable system, allowing your company to seamlessly verify information while entering new vendor information into your database.

IRS TIN/NAME MATCHING (IRS TIN MATCHING) [Internal Revenue Service \(IRS\)](#)

Internal Revenue Service (IRS) This verification process, for both EIN and SSN numbers, ensures that payers file accurate payee TIN/Name combinations reducing or eliminating yearly IRS TIN/Name discrepancy penalties (B-Notices, CP2100(A)s, 972CGs). The IRS can assess penalties of up to \$1,500,000 (\$500,000 for small business) for non-compliance. In the event of intentional disregard, there is no limit.

EIN/NAME LOOKUP SYSTEM (ELS) [Internal Revenue Service \(IRS\) issued EINs](#)

Internal Revenue Service (IRS) issued EINs This lookup process will retrieve the company name that is associated with a given EIN number. This lookup is only for public knowledge company EIN numbers, it

does not return individual names from Social Security Numbers (SSNs). This lookup is very useful for getting the correct company name that was identified as a mismatch by the IRS TIN Matching process.

SPECIALLY DESIGNATED NATIONALS (SDN/PLC) [Office of Foreign Assets Control \(OFAC\)](#)

Office of Foreign Assets Control (OFAC) Unlike IRS penalties for TIN/Name discrepancy, payers neglecting to verify the Office of Foreign Assets Control (OFAC) lists open themselves up to civil as well as criminal penalties. OFAC non-compliance carries civil penalties of up to \$1,000,000 per violation plus criminal fines of up to \$10,000,000 and imprisonment ranging from 10 to 30 years.

DEATH MASTER FILE (DMF) [Social Security Administration \(SSA\)](#)

Social Security Administration (SSA) The DMF is a continually updated list of all known deceased individuals. It is used by the financial industry as well as government agencies to prevent identity fraud. IRS TIN/Name Matching does not discern whether or not a payee is deceased. For some payers, knowing whether they are paying a deceased individual is prudent. Checking payees against the Death Master File gives the payer community the ability identify and prevent fraud.

DENIED PERSONS LIST (DPL) [Department of Commerce \(DOC\)](#)

Department of Commerce (DOC) The DPL is a list created by the U.S. Department of Commerce of individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order is strictly prohibited. Violation can result in a civil penalty amounting to the greater of \$250,000 or twice the value of the transaction for each violation. For criminal violations, violators may be fined up to \$1,000,000 and/or face up to 20 years of imprisonment.

EXCLUDED PARTIES LIST SYSTEM (EPLS) [General Services Administration \(GSA\)](#)

General Services Administration (GSA) The Excluded Parties List System includes companies that have been debarred, suspended, excluded, or disqualified from receiving Federal contracts, subcontracts, assistance, and benefits. Government agencies and contractors are required to check this list to validate vendors and/or payees are in good standing with the federal government.

EXCLUDED INDIVIDUALS AND ENTITIES (LEIE) [Office of Inspector General \(OIG\), Health & Human Services \(HHS\)](#)

Office of Inspector General (OIG), Health & Human Services (HHS) In the health care industry, anyone who hires an individual, entity, or contractor on the LEIE may be subject to civil monetary penalties (CMP) by the OIG ranging into the millions of dollars. To avoid CMP liability, health care entities need to routinely check the LEIE to ensure that new hires, current employees, or contractors are not on the excluded list.

DESIGNATED FOREIGN TERRORIST ORGANIZATIONS (FTO) [Department of State \(DOS\)](#)

Department of State (DOS) Foreign Terrorist Organizations (FTOs) are foreign organizations that are designated by the Secretary of State in accordance with section 219 of the Immigration and Nationality Act (INA).

POLITICALLY EXPOSED PEOPLE (PEP) [Central Intelligence Agency \(CIA\)](#)

Central Intelligence Agency (CIA) A quarterly updated list compiled by the CIA of Chiefs of State and Cabinet Members of Foreign Governments.

FBI Wanted Lists (FBL) [Federal Bureau of Investigation \(FBI\), Department of Justice \(DOJ\)](#)

Federal Bureau of Investigation (FBI), Department of Justice (DOJ) Criminal Enterprises, Cyber Crimes, White Collar Crimes, Violent Crimes, Crime Alerts, Crimes Against Children, Domestic Terrorism, Seeking Information, Seeking Terror Information, Top Ten Fugitives, Most Wanted Terrorists, etc.

ADDRESS VALIDATION (AV) [United States Postal Service \(USPS\)](#)

United States Postal Service (USPS) Automatically validate a address (if provided) using the USPS Address Validation and Normalization Database to insure the most accurate and up-to-date address information.

ADDITIONAL VERIFICATIONS [State Banned Lists](#) Including state and local banned patron lists for casinos and other various lists.

For more information on TINCheck products and services, contact us!

The TINCheck Sales and Support team is available Monday through Friday, 8AM to 5PM PST.

Contact Sales

Email: sales@tincheck.com

Phone: 1-866-452-3467

Contact Support

Email: support@tincheck.com

Phone: 1-866-452-3467

31.1.1 Manage my TINCheck account

TINCheck: Managing your TINCheck account

Note: Before you can begin to use the TINCheck service an account needs to be created.

To review different plans please visit: <https://www.tincheck.com/plans>

*Please visit <https://www.1099pro.com/videos.asp> and select the "How to Use Integrated TIN/Name validation" to watch a brief tutorial on the TINCheck integration process.

In order to order to enter your tincheck account information into the software so that you can utilize real time tin verification please complete the following steps.

Click on "**File**"

Click on "**Security and administration**"

Click on "**Program Options**"

Click on "**Set TINCheck Account**"

In the TINCheck User (login) ID field please enter your TINCheck user ID (**Note:** This is normally an email address)

In the TINCheck Password field please enter your TINCheck password.

After completing the preceding two steps it is recommended that you click the "Test my TINCheck connection now!" button to make sure that your account information has been entered correctly before

proceeding.

Note: If in the future you would like to disable the software's ability to verify TIN's then click the "Turn off (Disable) all TINCheck functionality) checkbox.

If you would like to enter any notations or descriptions regarding the TINCheck service please enter them in the Account description or Account notes fields; please note that neither of these areas will have any impact on the processing of TIN's.

Once you are done click on "Save" or, if you would like to discard of the changes made to this screen click on "Cancel".

Record Will Be Changed

Manage My TINCheck Account

These settings provide the credentials used by this program to sign into the TINCheck service

STEP 1: Do you have a TINCheck account yet?

A valid TINCheck account is required in order to activate TINCheck functionality in Pro. If you haven't created an account yet, click on the button to do so now.

If you already have an account, just enter your credentials in step 2.

**TINCheck**

Sign up now!

STEP 2: Enter your TINCheck login credentials

TINCheck User (login) ID:

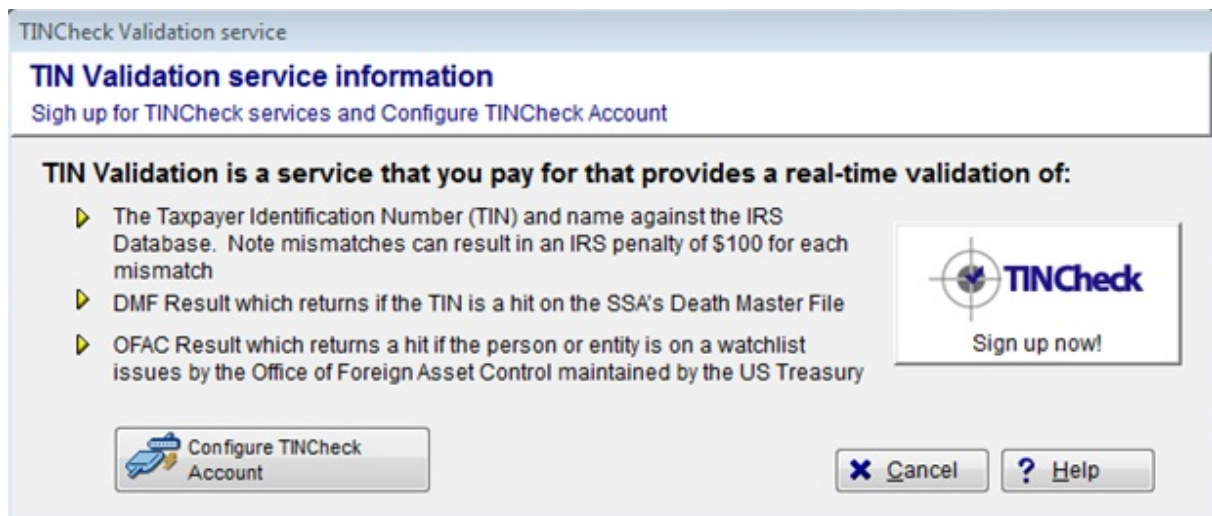
TINCheck Password:

☐ Turn off (disable) all TINCheck functionality

Account description:

Account notes:

If you attempt to verify a TIN prior to entering a TINCheck account you'll see the below screen, click the "Configure TINCheck account" button to enter TINCheck account information, or click the "Sign up now!" button to open the www.TINCheck.com website in your default internet browser.



31.1.2 Manage my results

TINCheck: Managing your results

In order to check the validity of a TIN that you're using on a tax record:
When editing an existing tax form or adding a new one click the "Tax Validation" button.
Click "Check TIN/Name"

Please note that when checking TIN's the TINCheck service also provides you with information on the following lists:

IRS TIN/Name Matching (TIN Matching): Internal Revenue Service; This verification process, for both EIN and SSN numbers, ensures that payers file accurate payee TIN/Name combinations reducing or eliminating yearly IRS TIN/Name discrepancy penalties (B-Notices, CP2100(A)s, 972CGs). The IRS can assess penalties of up to \$1,500,000 (\$500,000 for small business) for non-compliance. In the event of intentional disregard, there is no limit.

Specially Designated Nationals (OFAC/SDN/PLC): Office of Foreign Assets Control, Department of Treasury; Unlike IRS penalties for TIN/Name discrepancy, payers neglecting to verify the Office of Foreign Assets Control (OFAC) lists open themselves up to civil as well as criminal penalties. OFAC non-compliance carries civil penalties of up to \$1,000,000 per violation plus criminal fines of up to \$10,000,000 and imprisonment ranging from 10 to 30 years.

Death Master File (DMF): Social Security Administration; The DMF is a continually updated list of all known deceased individuals. It is used by the financial industry as well as government agencies to prevent identity fraud. IRS TIN/Name Matching does not discern whether or not a payee is deceased. For some payers, knowing whether they are paying a deceased individual is prudent. Checking payees against the Death Master File gives the payer community the ability identify and prevent fraud.

TIN Check Result

This Tin/Name combination was previously validated with IRS and has valid results. The most recent result is loaded below. Click on 'Check Tin/Name' button if you wish to validate your TIN/Name combination again.

TIN Check Date: 7/01/2014

TIN Check Time: 16:40:09

User ID: Administrator

Checked Via: TINCheck Interactive

TIN: 123-22-1002

Last Name: ADAM

First Name: LILLIAN

Validation Result: Request Completed The IRS is currently experiencing intermittent issues. Other TINCheck Services will not be affected.

TIN/Name Result: No IRS Match found. TIN and Name combination does not match IRS records

DMF Result: No Death Master File Match Found.

OFAC Result: OFAC/SDN List: No Match Found

TINCheck History

Check TIN/Name

Close

Help

31.1.3 History Requests

TINCheck: History of Requests

The TINCheck History screen allows you to see all instances of the TIN associated with the record that you're viewing having been checked; in this way it also serves as an audit trail allowing you to see the information associated with that TIN at the time it was checked, and who performed that check (If you have multiple login ID's configured)

If you would like to print/view a report of the audit trail quite simply press the "Print/View" button.

Browse TINCheck History

TINCheck Requests History

From here you can view all previously issued TINCheck request Requests for:

TIN: 123221002

Last Name: ADAM

First Name: LILLIAN

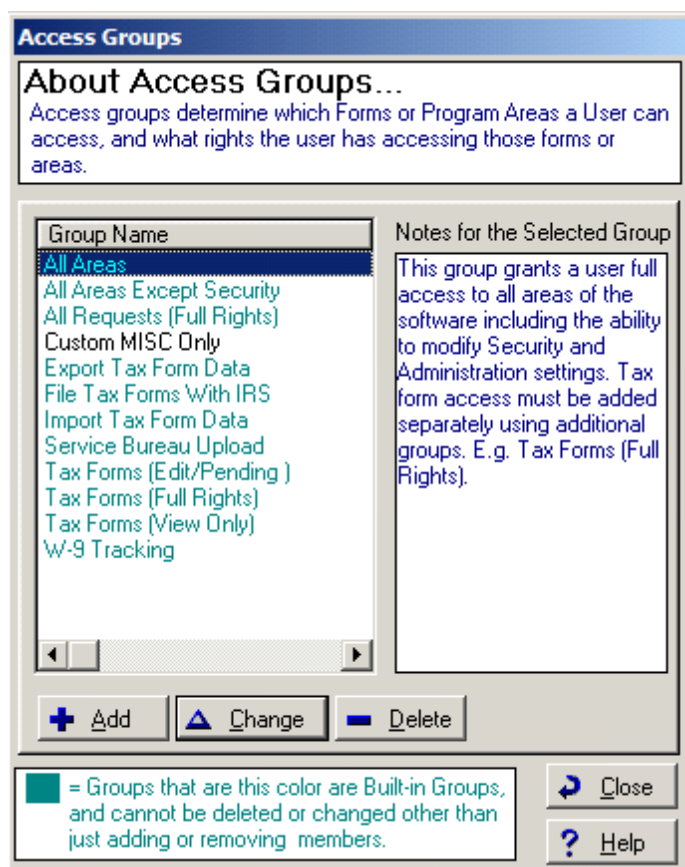
TIN	Last/Company Name	First Name	Validation Result	Tin/Name Result	DMF Result
123-22-1002	ADAM	LILLIAN	Request Completed The IRS is	No IRS Match found. TIN and N	No Death Master Fil
123-22-1002	ADAM	LILLIAN	Request Completed	No IRS Match found. TIN and N	No Death Master Fil
123-22-1002	ADAM	LILLIAN	Request Completed	No IRS Match found. TIN and N	No Death Master Fil
123-22-1002	ADAM	LILLIAN	Request Completed	No IRS Match found. TIN and N	No Death Master Fil

Print/View Report Close Help

31.1.4 TINCheck Integration

TINCheck Integration

There are 2 ways you can give a user access to TINCheck integrated features. If the end user is part of a "built-in" access group, the admin can create. If the user is part of a custom access group, you can simply modify the user profile under the access group. Users belong to access group that are highlighted in green are using Built-in Groups. If using built-in groups, a new access group will have to be created to allow access to TINCheck.



Users already using custom access groups and profiles will need to update the access group to allow TINCheck integration. Highlight the group and click the Change button. Tag the Program Area named "Allow access to TINCheck" and then click the Modify button.

Update Access Groups

Group Name:

Tax Form or Area Access for this Group

Total Tagged:

Search Name:

Tag	Access Form or Program Area	Create	Modify	Delete	Report	Correct	Print	Reset/Void	Add notes for this Access Group
	Payee Verification								
	Import/Browse B Notices								
	Request W9								
	Request First B Notice								
	Request Second B Notice								
	Request W9 S								
	Request W8 BEN								
	Request W8 ECI								
	Request W8 EXP								
	Request W8 IMY								
	Request W8 Combined								
☒	Allow access to TINCheck								
	Disallow access to ASP module								
	Disallow access to CS module								

☒ Tag
 ☒ Untag

☒ Tag All
 ☒ Untag All

Click Select All Rights then Save.

Modify Access Rights

Allow access to TINCheck
Select the types of rights that should be granted within this area.

- ☒ Create new items or initiate processes
- ☒ Modify existing items
- ☒ Delete existing items
- ☒ Run Reports on this area
- ☐ Correct or initiate Corrections related activities
- ☐ Print these tax forms or items
- ☐ Reset/Void these processes

Update Access Groups

Group Name:

Tax Form or Area Access for this Group

Total Tagged:

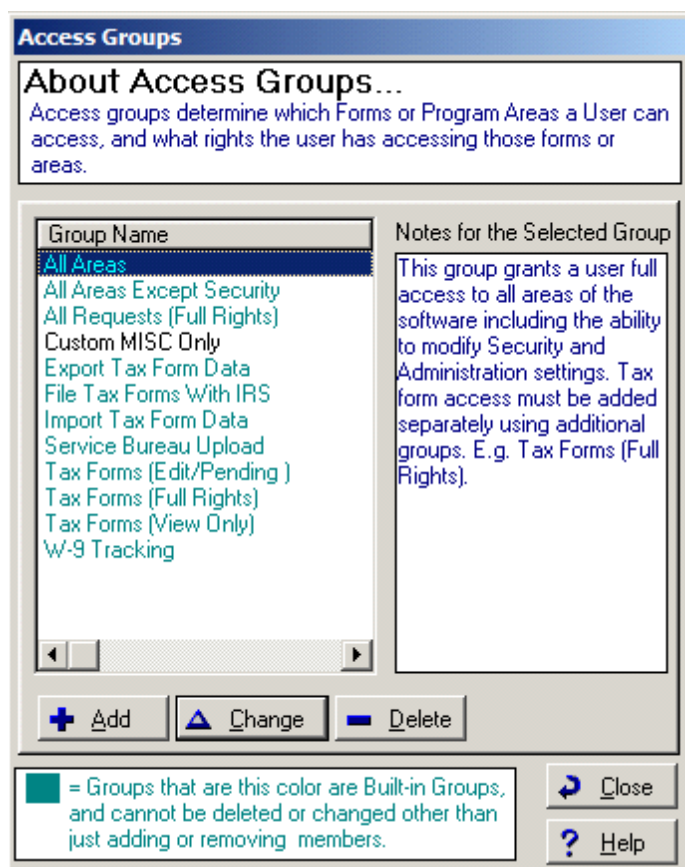
Search Name:

Tag	Access Form or Program Area	Create	Modify	Delete	Report	Correct	Print	Reset/Void	Add notes for this Access Group
	Payee Verification								
	Import/Browse B Notices								
	Request W9								
	Request First B Notice								
	Request Second B Notice								
	Request W9 S								
	Request W8 BEN								
	Request W8 ECI								
	Request W8 EXP								
	Request W8 IMY								
	Request W8 Combined								
☒	Allow access to TINCheck	X	X	X	X	.	.	.	
	Disallow access to ASP module								
	Disallow access to CS module								

☒ Tag ☒ Untag ☒ Save Changes to Group

☒ Tag All ☒ Untag All ☒ Cancel

Click Save Changes to Group. For users using Built-In Groups, you will need to create an Access Group first and then update your User Profile(s). Click the Add button at the bottom.



Give your new access group a name and tag Allow access to TINCheck and click the Modify button

Update Access Groups

Group Name:

Tax Form or Area Access for this Group

Total Tagged:

Search Name:

Tag	Access Form or Program Area	Create	Modify	Delete	Report	Correct	Print	Reset/Void	
	Payee Verification								
	Import/Browse B Notices								
	Request W9								
	Request First B Notice								
	Request Second B Notice								
	Request W9 S								
	Request W8 BEN								
	Request W8 ECI								
	Request W8 EXP								
	Request W8 IMY								
	Request W8 Combined								
☒	Allow access to TINCheck								
	Disallow access to ASP module								
	Disallow access to CS module								

Add notes for this Access Group

☒ Tag ☒ Untag ☒ Save Changes to Group

☒ Tag All ☒ Untag All

Click Select All Rights then Save.

Modify Access Rights

Allow access to TINCheck
Select the types of rights that should be granted within this area.

- ☒ Create new items or initiate processes
- ☒ Modify existing items
- ☒ Delete existing items
- ☒ Run Reports on this area
- ☐ Correct or initiate Corrections related activities
- ☐ Print these tax forms or items
- ☐ Reset/Void these processes

Update Access Groups

Group Name:

Tax Form or Area Access for this Group

Total Tagged:

Search Name:

Tag	Access Form or Program Area	Create	Modify	Delete	Report	Correct	Print	Reset/Void	Add notes for this Access Group
	Payee Verification								
	Import/Browse B Notices								
	Request W9								
	Request First B Notice								
	Request Second B Notice								
	Request W9 S								
	Request W8 BEN								
	Request W8 ECI								
	Request W8 EXP								
	Request W8 IMY								
	Request W8 Combined								
✓	Allow access to TINCheck	X	X	X	X	-	-	-	
	Disallow access to ASP module								
	Disallow access to CS module								

☒ Tag
 ☒ Untag
 ☐ Prev Tag
 ☐ Modify
 ☒ Save Changes to Group

☒ Tag All
 ☒ Untag All
 ☐ Next Tag
 ☐ Show Tagged
 ☒ Cancel
 ☐ Help

Click Save Changes to Group. Go to your User Profiles and update them to include the new access group we created for TINCheck access. Tag the access group and click Save Changes to Group.

Update User Profile

Profile Name:

☒ (Selecting this option will grant this User Profile access to all existing Filer/Department combinations and all future combinations.)

Access Groups Tagged for this Profile

Total Tagged:

Search Name:

Tag	Access Group Name
	1042-S Full Rights
	All Access Test
	All Areas
	All Areas Except Security
	All But PrintBinAdmin
	All Div Access
	All Requests (Full Rights)
	Allow TINCheck Access
	BH Test Access
	Bnotice Test
☒	Custom Access Group
	David No See Bulk Tin For Ray
	David Test Print
	Export Tax Form Data
	File Tax Forms With IRS

Add Notes for this Profile

☒ Tag ☐ Untag

☒ Tag All ☐ Untag All

☒ Save Changes to Group

31.1.5 Status Icons

TINCheck Status Icons

These status symbols can be found when adding/editing an individual record; you'll find them to the right of the TIN being checked.

Changing a Form 1099-MISC Record

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.
1099 Pro, Inc.
23901 Calabasas Rd
Suite 2080
Calabasas, CA 91302

(866) 444-3559 Phone/Dept: SVC

PAYER'S Federal identification number 95-8675309

RECIPIENT'S identification number 95-4185342

Recipient's address (View mode -- click for edit mode)
1099 Pro, Inc.
Suite 2080
23901 Calabasas Road
Calabasas, CA 91302

Account number (see instructions)

2nd TIN notice ☐

15a Section 409A deferrals \$

15b Section 409A income \$

Optional Text Line 1 of 2 Optional text line 1

TIN/Name Validation
TIN Validation Checked: Unknown Result: Unknown

Recipient Email
SB@1099pro.com

Optional Grouping/Filtering fields
Source: Eastern Div
Category: SAMPLE
Batch ID:

1 Rents \$ 780.00

2 Royalties \$

3 Other income \$

4 Federal income tax withheld \$

5 Fishing boat proceeds \$

6 Medical & health care payments \$

7 Nonemployee compensation \$ 891.00

8 Substitute payments in lieu of dividends or interest \$

9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ☒

10 Crop insurance proceeds \$

11

12

13 Excess golden parachute payments \$

14 Gross proceeds paid to an attorney \$

15 State tax withheld \$

16 State/Payer's state no. \$

17 State income \$

18 State income \$

Optional Text Line 2 of 2 Optional text line 2

Optional Text is not reported to the IRS

Audit Trail

Notes

Preferences

State: CA

IRS Instructions

Form Help

Check Form

Cancel

Save & Print

Save Form

Clicking on the symbol will give you more information about it and allow you to validate the TIN once more by clicking on the "Go to Validation" button.

TINCheck Status

These icons show you the TIN/Name validation status for the recipient of this tax form.

	Unknown: TIN/Name not yet validated.
	Match: TIN/Name matches IRS records.
	No-Match: TIN/Name does not match IRS records.
	Warning: Form TIN Type does not match IRS TIN Type.

Go to TIN Validation

Close

31.2 Managed Services

Managed Services

The 1099 Pro Managed Services team, IRSCompliance, can maintain your payee and payment database in our secure SSAE 16 SOC I Type II environment, or on your secure servers. Managed Services can support current and prior years of tax data for forms 1098, 1099, 5498, W-2G, W-2, 1042-S, 3921, 3922, as well as Puerto Rico payment information. This service includes regulatory support, compliance training, and year-end recipient statements. Users can access the 1099 Pro Corporate Suite software to securely view and print their payee and payment information and perform data queries, either online or through a secure network.

With more than 25 years of experience, IRSCompliance members have real world experience in a variety of industries, and as a result, are experts in federal law, state tax, local tax, and payment types that are subject to reporting. IRSCompliance's expertise and efficiency will improve your compliance and minimize financial risk to your company.

CUSTOM AND SCALABLE FEATURES

Federal & state filing for originals and corrections

Quarterly wage reporting

Independent Contractor Reporting

TIN Compliance Management: B-Notices, TIN matching, W-8 and W-9 processing

Balancing and reconciliation

Transaction detail history and audit trails

Penalty abatement

Form 1099-K processing and reporting

OPTIONAL SERVICES

Withholding & deposit services

Policy and procedure development

Regulatory publications, webinars, and events

Standard and custom printing services

Consulting, risk assessment services, and curing

Penalty appeals

Electronic filing services

Electronic payee statement presentment

Electronic solicitation and validation of W-8s & W-9s

1099 Sales and Technical Support

(888) 776-1099

sales@1099pro.com

31.3 StateComply

StateComply: Compliance at your Fingertips!

The State of California Franchise Tax Board is starting to crack down; businesses are now required to withhold 7% and report quarterly when making payments of more than \$1,500 of California Source Income to any entity that is a non-resident of California and does not have a permanent place of business in California.

For example, if a California casino pays out over \$1,500 in winnings to a non-resident of California, 7% of the earnings must be withheld and reported for that quarter. This type of withholding and reporting is required for all payments made to non-residents in all industries. This includes payments made to non-resident entertainers, athletes, agents, service providers, vendors, and non-resident property owners. StateComply.com is the easiest way to prepare your CA 592 data for filing!

StateComply offers a secure web portal and is designed to function just like the market-leading software from 1099 Pro, Inc. StateComply allows you to easily import, edit, and organize your data, and then generate a file formatted to send to the State of California Franchise Tax Board.

IMPORT, MANAGE, FILE

Map and edit your data file, or use our template to import your data, and when you're ready, generate a file formatted for filing to the State of California Franchise Tax Board.

SPEED & SECURITY

StateComply is hosted at 1099 Pro's secure facility which passed a SSAE 16 SOC I Type II audit - the highest level of security certification, ensuring that your data is safe.

COMPETITIVE PRICING

Try it for free for the first 2 quarters of 2013! Pricing is \$250 for up to 250 records, and 10 cents thereafter for each additional record. StateComply is free for 1099 Pro Corporate Suite users!

DUE DILIGENCE

With prior year reporting and custom reports at your disposal, you can be sure that your information will be up-to-date and accurate in case of an audit or acquisition!

QUARTERLY FILING & YEAR END STATEMENTS

StateComply keeps you informed about filing and statement deadlines. Whether you file on a quarterly or year end basis, StateComply can generate a report specified to your needs.

COMPLIMENTARY SUPPORT

Free customer support is available via phone, email, and online chat 5 days a week. If you ever run into an issue, a member of our support team will help you until the issue is resolved!

For more information on 1099 Pro products and services, contact us!

1099 Sales and Technical Support

(888) 776-1099

sales@1099pro.com

32 Glossary

Glossary

- 1 -

10 Day

Per IRS Pub. 1220, part C, section 7:

"If the [electronic] file is good, it is released for mainline processing 10 calendar days from receipt. Contact [the IRS] at 304-263-8700 within this 10 day period if there is a reason the file should not be released for further processing. If the file is bad, normal replacement procedures are followed."

1096 Transmittal

Use this form to transmit paper Forms 1099, 1098, 5498, 39XX and W-2G to the Internal Revenue Service. **Do not use Form 1096 to transmit electronically.** For electronic submissions, see **Pub. 1220**, specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically.

- 2 -

250 Rule

The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to \$100 per form.

See [Rule-of-250](#) for detailed information.

- 4 -

4419

To obtain a TCC number, file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen.

- 8 -

8809

Purpose of form. Use this form to request an extension of time to file 1098 series, 1099 series, W-2 series, W-2G, 5498 series, 8027, 1099-INT/OID for REMIC and 1042-S forms.

- A -

"A" Record

Identifies the person making payments

Access Groups

Access Groups determine which Filers and tax form types a user can access and which tasks they can perform upon those tax forms. By default, all users can access ALL forms and All Filers unless you create your own Access Groups. Built in Groups are groups that cannot be deleted or changed other than just adding or removing members.

Available built groups consist of "All Forms/All Filers". The key to restricting forms and Filers to a user is to minimize the number of Filers and/or forms you make available to them.

Account Generation Wizard

1099 Pro offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers "Enter any

number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..." The IRS has indicated that they will not reject files if they do not have account numbers but by having account numbers the IRS will be able to process any corrections that they encounter.

Activation Code

A registration code (aka activation code or product ID) is provided upon proof of payment. The algorithm of your registration code indicates the edition, user license and number of record transactions purchased.

Aggregation

The 1099 Aggregation Feature was designed to allow users to consolidate more than one tax form of the same type, for one recipient under a given filer.

For example, John Smith owns an automobile detail business and frequently comes by the movie studio to wax and wash the studios automobiles. You, (the Filer) issuing the 1099-MISC form, pay John frequently on a bi-weekly basis so instead of printing and issuing multiple 1099 forms for John you only want to view/print it as one combined form. This feature will allow you to view the aggregated box amount totals highlighted in green in the tax form which is a reflection of all tax form dollar amounts for this recipient under this [master tax form](#) only.

Audit Trails

Audit Trails do NOT track the history of all manual and cascading changes to a Master Recipient & Filer List. Only direct changes to a tax form are stored in the record history screen.

- B -

"B" Record

Contains the payment information from the information returns.

B-Notice

If after submitting files to the IRS, a mismatch is determined, (e.g., a recipient's name and TIN do not match the IRS records), the IRS sends the Filer a CP2100 or CP2100A Notice. The Filer must then issue a **Form W-9** and a **B Notice** to the recipient in question unless the Filer determines the error was on their part (e.g., a typo).

Backup Data

The 1099 Pro Backup Wizard automatically copies all data files and compresses them into a WinZip format. By default, 1099 Pro prompts for a daily backup.

Blank Paper

Print Copy B &/or C directly onto blank copier paper. This is good in case of an emergency when Blank Laser Perforated paper is unavailable (might require special folding and/or cutting to fit in standard IRS approved envelopes). 1099 Pro, Inc. offers custom designed IRS regulation envelopes to fit copier paper.

Blank Laser Perforated

Print Copy B &/or C directly onto blank laser perforated stock (1099 Pro prints the necessary graphics). Easier to fold than blank copy paper because of the perforations, and since it is blank, it won't go out of date!

Bulk TIN Matching

TIN Matching is a pre-filing service offered to payers and/or authorized agents who submit any of six

information returns subject to backup withholding (Forms 1099-B, INT, DIV, OID, PATR, and MISC). With *Interactive TIN Matching* authorized payers can match up to 25 payee TIN and name combinations against IRS records prior to submitting an information return. *Bulk TIN Matching* allows payers and/or authorized agents filing any of the six information returns to match up to 100,000 TIN and name combinations. In order to participate in TIN Matching, payers must be listed in the IRS Payer Account File (PAF) database. If your firm has not filed information returns with the IRS in one of the past two tax years, the application will not be available to you at this time.

[Click here to learn how to use Bulk TIN Matching](#)

Business Rules

Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

- C -

"C" Record

Contains the total number of payees and the totals of the payment amount fields filed for each payer and/or particular type of return.

CFSF / CFSFP - Combined Federal State Filing Program

The Combined Federal/State Filing Program was established to simplify information return filings for taxpayers. The CF/SF Program allows the IRS to forward electronically-filed information returns to participating states free-of-charge for approved filers, thus eliminating separate reporting to those states.

Control Totals

The Control Totals report is an invaluable tool for reviewing [recipient](#) records. Information contained in this report includes:

- Form type
- Filer's Name and TIN
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

Corrections

If you filed a return with the IRS and later discover you made an error on it, you must correct it as soon as possible. For some corrections, you must file two returns with Form 1096 and for some only one return with Form 1096. In addition, you must provide statements to recipients showing the corrections as soon as possible. If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a penalty.

- E -

Electronic Filing

[See IRS FIRE System](#)

EIN (Employer Identification Number)

An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity. Generally, businesses need an EIN.

Excel Spreadsheet Files

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

Export Database

The 1099 Pro Export Wizard simplifies the process of creating export files. Export files are written in ASCII format, delimited with a TAB character, and may be easily opened in Microsoft Excel, Access or Notepad.

- F -

"F" Record

End of Transmission

Filer

The individual or organization filing the 1099.

FIRE System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to the IRS. Electronic files created via the 1099 Pro Electronic File Wizard fully comply with required IRS record formats per Pub. 1220. The FIRE System is available 24 hours a day, 7 days a week to any transmitter and can be reached by visiting <https://fire.irs.gov>. The FIRE System can be accessed by opening a web browser, accessing the Internet and typing in the address <https://fire.irs.gov>.

Form Status

Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Forms

Fill-in forms allow you to enter information while the form is displayed 1099 Pro in the Enter, Update & view Screen. You can then print the completed form for your records and for filing with the IRS.

Forms Status Values

[See topic on "Forms Status Values"](#)

- G -

Generating Account Numbers

[See Account Number Generation](#)

Group Actions

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

- H -

History

1099 Pro lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is a audit trails button. Click the "**audit trails**" button. This screen tracks all manual changes made directly to a record.

- I -

Import

Many database and spreadsheet applications such as Microsoft Excel, Access and Lotus 1-2-3 provide for the exporting of data to an [ASCII](#) file. These files can be imported into 1099 Pro, thus relieving the burden of manually entering the information onto the tax form. If your data has already been entered once, why type it again?

INI Files

The "Pro99T14.INI" file contains information specific to your installation and is located at <% DEFAULTPATH%>\Admin. If installing to a directory such as Program Files it may be placed in C:\Windows. The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1099 Pro from your system or if you want to perform a clean re-installation. This file can remain if you want to reinstall the software but retain your settings.

Install

See [Instructions on Installing 1099 Pro](#).

IRS/MCC

The Internal Revenue Service, a division of the U.S. Treasury Dept. that is responsible for the assessment and collection of most federal taxes, except those relating to alcohol, tobacco, firearms, and explosives. Established in 1862, the IRS derives most of its revenues from the collection of corporate and individual income tax.

- K -

"K" Records

Contains the summary for a given payer and a given state in the Combined Federal/State Filing Program, used only when state-reporting approval has been granted.

Keyboard Shortcuts

Keyboard shortcuts allow you to quickly enter or carry out functions by applying a combination of ALT [SHIFT] or Ctrl + key Commands on your keyboard.

- L -

Laser Forms

When using **preprinted laser** forms you must select the copies to print. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer. For use with Copy A, B, C &/or 1096. Forms are perforated, with each required copy preprinted with the necessary information (Copy A in red drop-out ink, Copy B in black, etc.). Saves toner and time!

-M-

Master Tax Form

In terms of Aggregating data in a tax form, the master tax form is considered to be the first tax form entered at the top of the list.

- O -

Online Help Tutorials

Flash enabled tutorials walk you through various tasks including importing, exporting, printing, Electronic File, queries, etc. Tutorials simplify the 1099 Pro learning curve - try one at <http://www.1099 Pro.com>

Online Knowledge Base

Provides a searchable database of over 200 solutions for all 1099 Pro, Inc. software products. Access the Knowledge Base at <http://www.1099 Pro.com>.

- P -

Passwords

The Logon screen requires you to enter a new password. Passwords must be 3-8 characters, should not be case sensitive, and you cannot use the word "new."

Payer Codes

A Payer code is an alphanumeric shorthand used to identify a Payer/Filer in the system. You might set up several Filers with the same TIN in the system and the Payer Code is an easy way to identify the business area you are dealing with. For example a Payer Code of 'BOD' where reporting for the Board of Directors takes place. Typically security and/or the return address would be different for each Payer Code.

Additionally, in an import file with recipient / tax form data for more than one Payer/Filer, Payer codes can be used to define which Payers / Filers the recipient / tax form data should be posted to.

(Corporate Suite Only: The software will automatically assign Payer Codes if you do not.)

Penalties

See [Errors and Warnings](#)

Pending

These forms were inputted or imported. Forms with a [Status of Pending](#) may be changed or deleted

Preferences

At the menu bar click "**File**" and "**Program Preferences**", or on the toolbar select the General Options tab and the Preferences icon. Preferences allow you to make changes to general settings which affect how the software functions globally.

- Q -

Queries

The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries.

- R -

Recipients

The receiver of a 1099 tax form.

Reports

Reports are very useful for tracking the status of your forms and determining if records contain any errors or warnings. 1099 Pro offers 3 main reports to choose from: Form Control Total, Forms issued by Filer, and Form Counts.

Restore

The 1099 Pro Backup Wizard automatically copies all data files and compresses them into a WinZip format. You can use the program WinZip to restore your data to a location on your hard drive.

Rights Groups

Activity Groups are used to allow or deny users from performing various activities within the system. Examples may be rights to View tax forms or rights to Import/Export tax form data. Activity Groups assigned to users cause these users to inherit the rights assigned to the Group. Activity Groups consist of two types:

- Built in Groups (Denoted by the blue/green color)
- Custom Groups that you create

Note: Built in Groups cannot be deleted or changed other than just adding or removing members.

Roll Forward

During installation the wizard automatically looks for prior year data files. If files are located the wizard prompts to "Copy 2013 Filers to 1099 Pro 2014". This is the only opportunity to roll forward prior year data into 1099 Pro 2014.

Rule-of-250

See 250 Rule

- S -

Search

Access any recipient or filer via the [Search Name](#) field.

Security

1099 Pro offers two levels of security: on and off.

- If security is enabled, access to 1099 Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a twofold method of protecting sensitive company data.

Service Bureau

1099 Pro has a proven track record at printing, mailing and electronic filing. Our 1099 Service Bureau will relieve you of the burden of ordering supplies, arranging for printing, stuffing and mailing of your tax forms.

Input your data into our software, when you are ready to file, you transmit an encrypted file via the Internet to a secured site where we:

- Print and mail all recipient copies
- File required Federal copies
- File State copies (if necessary)
- Print, Mail & File Corrections

SSN (Social Security Number)

The nine-digit Social Security number is divided into three parts:

- The first three digits are the area number. If your Social Security number was assigned before 1972 when Social Security cards were issued by local offices, the area number reflects the State where you applied for your number. If your number was assigned in 1972 or later when we began issuing Social Security cards centrally, the area number reflects the State as determined by the ZIP code in the mailing address on your application for the number.
- The middle two digits are the group number. They have no special geographic or data significance but merely serve to break the number into conveniently sized blocks for orderly issuance.
- The last four digits are serial numbers. They represent a straight numerical sequence of digits from 0001-9999 within the group

Spreadsheets

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

State ID Number

State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. **Many companies do NOT have one.**

- T -

Transmitter "T" Record

Identifies the Transmitter of Electronic file information contained on 4419 forms.

Tag

The act of selecting a filer or recipient.

TCC - Transmitter Control Code

A Transmitter Control Code number or (TCC) is required when filing electronically. A TCC is composed of five alpha-numeric characters. If filing electronically via the Service Bureau, a TCC is not required and this information need not be completed.

Technical Support

See [Technical Support](#)

TIN - Taxpayer Identification Number

NOTE: All Forms 1099 must include payee tax identification numbers (TINs). A TIN is a social security number issued by the Social Security Administration, an Employer Identification Number issued by the

IRS, or an Individual Tax Identification Number issued by the IRS. Individual Tax Identification Numbers are generally restricted to certain foreign vendors who are not eligible for social security numbers.

TIN Matching

See [Bulk TIN Matching](#)

Transmitter Information

The Individual or Organization responsible for filing the tax forms electronically to the IRS. To obtain a TCC, file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen. For more information on TCC's, contact the IRS-MCC at (304) 263-8700.

- U -

Un-Installing

The Select Uninstall Method screen offers two options for removing 1099 Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).
- "Automatic" initiates a default uninstall routine. This option leaves behind your current data files under the main program directory in the folder named "Data", the Uploads folder containing any uploads generated by the 1099 software for submission to the Service Bureau, and miscellaneous .DLL files used by the software. In addition the .INI file is also preserved in the \Windows directory.

User(s) / UserID

A user is an individual who has access to the software. Rights and permissions which delegate what this user can and cannot do are assigned to the user and then the user freely uses the software either with some restrictions or no restrictions.

User Group(s)

User Groups are created by attaching one or more Access Groups and one Activity Group to them.

A users rights are determined based on which User Groups they are a member of:

- Administrator/ALL Rights
- Tax Forms (Edit/Pending)
- Tax Forms (Full Rights)
- Tax Forms (View Only)
- Import Tax Form Data
- Export Tax Form Data
- All Tasks Except Security
- File Tax Forms with IRS
- Service Bureau Upload
- W-9 Tracking

- V -

Virus Checkers

Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in 1099 Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

- W -

W-9

Use Form W-9 Request for Taxpayer Identification Number and Certification to request a recipient's TIN if the recipient is a U.S. person or U.S. resident alien. If the recipient is a foreign person use the appropriate Form W-8. See [How to Create a W9 Request in the software](#)

Warnings

See [Errors and Warnings](#)

Web Updates

The Check for Updates feature uses the Internet to check the 1099 Pro, Inc. update servers for a newer version of this program. Instead of running the full [Web Update](#) procedure from your Windows Start->Programs menu, you can now quickly check for updates from within 1099 Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update.

32.1 250 rule

Rule-of-250

The **Rule-of-250** states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to \$100 per form.

If you are not signed up for the IRS FIRE system or do not wish to do so our SSAE 16 SOC I TYPE II [Service Bureau](#) offers electronic filing services. Please call us at (866) 444-3559 to schedule an appointment and obtain pricing.

Please see the excerpts below from the IRS General Instructions for Forms 1099, 1098, 5498, and W-2G.

1099 Informational Returns

Electronic reporting may be required for filing all information returns discussed in these instructions (see Who must file electronically on this page). Different types of payments, such as interest, dividends, and rents, may be reported in the same submission.

Pub. 1220 provides the procedures for reporting electronically and is updated annually. Pub. 1220 is available on the IRS website at www.irs.gov. You can file electronically through the Filing Information Returns Electronically System (FIRE System); however, you must have software that can produce a file in the proper format according to Pub. 1220. The FIRE System does not provide a fill-in form option. The FIRE System operates 24 hours a day, 7 days a week. You may access the FIRE System via the Internet at <http://fire.irs.gov>. See Pub. 1220 for more information

Who must file electronically:

If you are required to file 250 or more information returns, you must file electronically. The 250-or-more requirement applies separately to each type of form. For example, if you must file 500 Forms 1098 and 100 Forms 1099-A, you must file Forms 1098 electronically, but you are not required to file Forms 1099-A electronically. The electronic filing requirement does not apply if you apply for and receive a hardship waiver. See How to request a waiver from filing electronically below.

The IRS encourages you to file electronically even though you are filing fewer than 250 returns.

Filing requirement applies separately to originals and corrections.

The electronic filing requirements apply separately to original returns and corrected returns. Originals and corrections are not aggregated to determine whether you are required to file electronically. For example, if you file 400 Forms 1098 electronically and you are making 75 corrections, your corrections can be filed on paper because the number of corrections for Form 1098 is less than the 250 filing requirement. However, if you were filing 250 or more Form 1098 corrections, they would have to be filed electronically.

How to get approval to file electronically:

File Form 4419, Application for Filing Information Returns Electronically, at least 30 days before the due date of the returns. File Form 4419 for all types of returns that will be filed electronically. See Form 4419 for more information. Once you have received approval, you need not reapply each year. The IRS will provide a written reply to the applicant and further instructions at the time of approval, usually within 30 days.

How to request a waiver from filing electronically:

To receive a waiver from the required filing of information returns electronically, submit Form 8508, Request for Waiver From

Filing information returns Electronically, at least 45 days before the due date of the returns. You cannot apply for a waiver for more than 1 tax year at a time. If you need a waiver for more than 1 year, you must reapply at the appropriate time each year.

If a waiver for original returns is approved, any corrections for the same types of returns will be covered under the waiver.

However, if you submit original returns electronically but you want to submit your corrections on paper, a waiver must be approved for the corrections if you must file 250 or more corrections.

If you receive an approved waiver, do not send a copy of it to the service center where you file your paper returns. Keep the waiver for your records only.

Penalty:

If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty of \$100 per return for failure to file electronically unless you establish reasonable cause. However, you can file up to 250 returns on paper; those returns will not be subject to a penalty for failure to file electronically. The penalty applies separately to original returns and corrected returns.

32.2 Alignment

Alignment

Alignment adjustments are measured in hundredths of an inch from the default margin. For example, "0.25" would shift the top margin down 1/4-inch and "-0.25" would shift the top margin up 1/4-inch.

32.3 Business Rules

Business Rules

Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

32.4 Ascii

ASCII

A simple text file where fields are separated (delimited) with certain characters (e.g., a tab, space, or pipe). 1099 Pro's import capability includes most any ASCII file. These files can be exported out of most database & spreadsheet applications as an ASCII file, comma separated value (CSV) or tab delimited. Need help? Contact Technical Support.

Phone: (888) PRO-1099, Select Option 2

Email: Click [here](#) to E-Mail Support

Technical support is available:

Monday thru Friday from 7am to 5pm (PST) (Excluding Holidays)

32.5 Cascading updates

Cascading updates

Cascading updates are changes made to a recipient's name or address at the Browse Recipients screen.

32.6 Corrected options

Corrected Options

The **Corrected Options** screen is accessed whenever a corrected form (or original form associated with a correction) is selected at the "Work with My Tax Forms" screen.

32.7 End of Payer "C" Record

End of Payer "C" Record

End of Payer "C" Record - Contains the total number of payees and the totals of the payment amount fields filed for each payer and/or particular type of return.

32.8 End of Transmission "F" Record

End of Transmission "F" Record - Contains a summary of the number of payers in the entire file.

32.9 Filer

Filer

The term **Filer** is used by the IRS for the person or organization filing the 1096 transmittal. The terms filer, employer and payer are sometimes used interchangeably.

32.10 Hotspot

Hotspot

Hotspot (or popup) items are indicated by a dotted line underneath a word or phrase. Click the hot spot to view a popup information box.

Jump items are indicated by a solid line underneath a word or phrase. Click the jump to link to a related help topic.

32.11 Import Map

Import Map

Import Maps describe the format and contents of external data files so that the information they contain can be imported into the program.

32.12 Location code

Location Code

Location Code

Use to set up multiple filers with the same TIN; allows different return addresses for different forms.

32.13 Payee "B" Record

Payee "B" Record

Payee "B" Record - Contains the payment information from the information returns

32.14 Payer "A" Record

Payer "A" Record

Payer "A" Record - Identifies the person making payments

32.15 Pending

Pending

All records are assigned a print status that determines their position in the filing cycle. A **pending** record is available for printing and/or changes. The terms "pending" and "not printed" are sometimes used interchangeably.

See Print Status topic.

32.16 Pending Status

Pending Status

Select this option if you are still printing copies of these records. These records maintain their *pending* print status and are available for edits and/or further printing.

 [Print Status Overview](#)

32.17 Recipient Employee

Recipient Employee

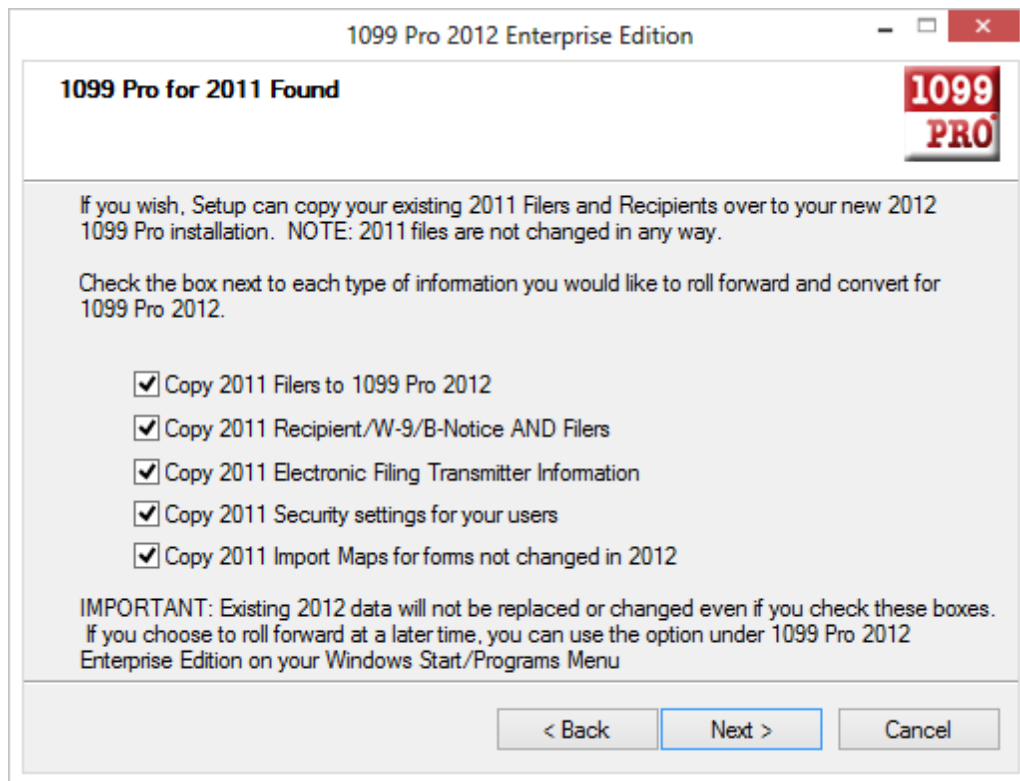
A **recipient** is an individual or business that receives a 1099. An **employee** receives a W-2. The terms recipient and employee are sometimes used interchangeably.

32.18 Roll Forward Utility

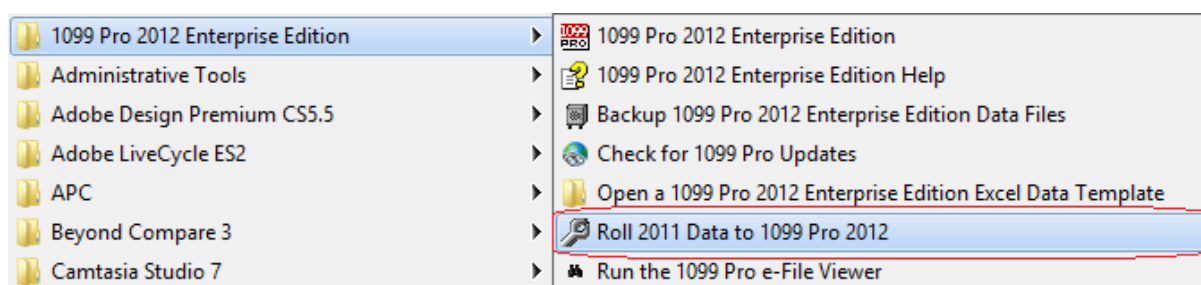
Roll Forward

Users may roll over their prior year data during the installation wizard (**Image 1**) or from the Start Menu (**Image 2**). It's important to note that you cannot roll over your data once a new filer and/or recipients have been added, so roll your data over before adding any new data.

(Image 1 - Roll over data option available through initial installation wizard.)



(Image 2 - Roll over utility available in Start Menu, All Programs, 1099 Pro folder.)



32.19 SSAE 16 SOC I Type II

SSAE 16 SOC I TYPE II

Definitions

- SSAE 16 - Statement on Standards for Attestation Engagements No. 16.
- SOC I - Service Organization Control Report No. 1
- Type I - Audit of a system on a specified date
- Type II - Audit of a system throughout a specified time period

Overview

The SSAE 16 is an attestation standard put forth by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA).

SSAE 16 SOC I Type II is a high-level security certification requiring a stringent audit process. 1099 Pro's hosting and data facilities have passed this difficult audit without exception, ensuring that your data is secure when using any of our software or services. The SSAE 16 effectively replaces the SAS 70 for reporting periods ending on or after June 15, 2011.

This standard applies to engagements undertaken by a Service Auditor for reporting on controls at organizations like 1099 Pro which provide services to their customers. The controls in place at service organizations are likely to be relevant to a customer's internal control over financial reporting (ICFR).

Details

The SSAE 16 requires certain enhancements from the SAS 70 report - such as the service organization provide a description of its system. The description should include the services provided, control objectives, supporting processes, policies, procedures, personnel and operational activities that constitute the organization's core activities relevant to its customers.

Additionally, the SSAE 16 requires a Written Assertion by management be provided to the Service Auditor. In this document, management must assert that the system description and control objectives included therein are a fair presentation for the time period specified in the SOC 1 report.

SOC 1 reports are performed and issued under the Statement on Standards for Attestation Engagements No. 16 (SSAE 16) as explained above. The controls addressed in a SOC 1 report are those that a service organization like 1099 Pro implements to prevent, detect and correct errors or omissions in the information it provides to customers.

Type II indicates that the service organization's system was suitably designed to achieve stated control objectives and to operate effectively throughout a specified time period. Type I refers to a system designed for implementation on a specific date, rather than throughout a specified time period.

For further information, or report details, please contact the 1099 Pro Service Bureau.

The Service Bureau

Phone: 866-444-3559

Email: sb@1099pro.com

32.20 SSN

Social security numbers

Social security numbers (SSNs) should be formatted as ###-##-####. Dashes are required to differentiate EINs from SSNs (there are 100,000 numbers that are identical except for the placement of the dash!)

32.21 State Totals "K" Records

State Totals "K" Records

State Totals "K" Records - Contains the summary for a given payer and a given state in the Combined Federal/State Filing Program, used only when state-reporting approval has been granted.

32.22 Tag

tag

Individually **tag** (select) a record, print session or filer. A tagged item is marked by a red checkmark.

32.23 Task Panel

Task Panel

The **task panel** provides quick access to common tasks.

32.24 TCC

TCC

Transmitter Control Code. Assigned to a filer when they have filled out Form 4419 at least 30 days prior to the filing deadline for the electronic file. Print Form 4419 at the Print Blank Forms screen.

32.25 TIN

TIN

Taxpayer identification number. An SSN (Social Security Number) has 9 digits divided by 2 hyphens, i.e. 333-22-4444. An EIN (Employer Identification Number) has 9 digits divided by 1 hyphen, i.e. 22-7777777. **The placement of the dash is critical!**

32.26 TIN (SSN) Masking

TIN (SSN) Masking

Use of this option allows you to print recipient copies of forms with the SSN# masked i.e. 444-12-1234 will display as XXX-XX-1234 for added security when mailing to the recipient.

Note: when SSN masking is enabled for a filer or print run ALL copies printed for the recipient will be masked. For example if the recipient receives both a recipient and a state copy the SSN will be masked on both*.

IRS Rules and Restrictions for use of SSN Masking**:

- EIN or TIN formatted like 12-3456789 cannot be masked.
- A masked SSN has an 'X' for the first 5 digits. Example: XXX-XX-1234
- Masking is only available for Recipient copies. For example if the recipient receives both a recipient and a State copy the SSN will be masked on both forms.
- Masking can only be used on 1098, 1099, and 5498 series forms as per IRS [Notice 2009-93](#). Masking is available for Calendar years 2009-2012. Update per [Notice 2011-38](#) 1098-C is no longer allowed to be masked.

**This software will automatically apply these rules as needed when SSN masking is selected.

32.27 Transmitter "T" Record

Transmitter "T" Record

Transmitter "T" Record: Identifies the Transmitter of Electronic file information contained on 4419.

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