1099-MISC Forms for Accounting Suite

IRS/ECC-MTB no longer accepts any type of magnetic media for filing information returns. Electronic filing is the ONLY acceptable method to file information returns at ECC-MTB. Click [here](#) for more information on filing electronically.

1. Verify information on the System Options screen.

a. Select **Control File > System Options**.
b. Check the information on this screen.

The above information from the System Options screen will print on the 1099. The IRS assigns the EIN for 1099-M, IRS Name Control, 1099 State ID #, and 1099-M Tran Code. Refer to the instructions from the IRS for more information.

2. Check the Vendor Display screen.

a. Select **Master Processing > Vendor Maintenance > Vendor Display (Add/Update/Review/Invoice)**.
b. Use **Find** to locate a vendor that has 1099-MISC earnings you want to report.
c. When the vendor displays, select the **Discount Terms and Taxes** tab and verify the following information:
   - Either **SSN** (social security number) or **EIN** (tax identification number) is chosen directly under **Tax Information**.
   - **1099 Form** is selected.
   - The **Tax ID**, **State ID**, and **Name Control** fields are all completed for the vendor. **Note**: The Name Control field information should be provided by the vendor.
   - The type of vendor is selected next to **Tax Code**. Options include: 1 - individual, 2 - corporation, 3 - government, and 4 - partnership.
   - The appropriate box number is selected next to **1099 Box**.
d. Select the **Yearly Totals** tab and verify the **1099 Year To Date** amount for the vendor. If the earnings are incorrect, update this field, then select **Save > Ok**.

Note: The system increments the 1099 YTD total as checks are printed for the vendor. To report previous checks, enter previous earnings in the **1099** field under Year To Date.

The system reports all checks written to a vendor flagged for a 1099-M form. If you have payments you want to report separately or have payments classified for a different box on the form, you must create another vendor record for that vendor's other payments.

3. Calculate the 1099 amounts based on paid invoices.

Selecting Recalc 1099 Vendors clears the 1099 information for the date range you select and recalculates the 1099 amounts based on actual payments made for the vendor recorded in the system.

Note: You must be logged in as the console user to perform Special Processing functions.

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a. Select **File Utilities > Special Processing > Recalc 1099 Vendors**.
b. Next to **Calculate YTD Vendor Totals From Payables? (YES/NO)**, enter **YES**.
c. Next to **Enter Invoice Paid Date range (MM/DD/YY) From**, enter **01/01/23** and to **12/31/23**.
d. Select **OK**.

When the process is complete, the system returns to the main Accounting Suite screen.

4. Run the 1099-MISC report.

a. Select **File Utilities > Special Processing > 1099-Misc Processing**.
b. Make sure the select screen options are set as follows:

Field Name	Default Value
VENDOR NUMBER	ALL
VENDOR NAME	ALL
PURCHASING CITY	ALL
PURCHASING STATE	ALL
1099 (Y/N)	Y
CURR 1099M TAXABLE $	YES

d. Select **Next** twice to get through the Select Options and Sort Options screens. The Print Options screen displays.
e. Use the following table to complete the Print Options screen.

Note: Use the scroll bar to view additional print options.

PRINT LIST?	Selected
PRINT 1099'S?	Cleared
BUILD FILE?	Cleared
CLEAR 1099 $?	Cleared
MIN EARNINGS?	600.00 **Important**: Enter this number exactly as it appears here. The system doesn't accept this number in any other format.
NON 1099 VEN'S	cleared
PHONE NUMBER	Phone number of contact person. Enter **ONLY** the numbers with no other symbols. **Example**: 8645555555
CONTACT NAME	Name of person to contact regarding 1099s.
ADDRESS	Address of the contact, up to 14 characters. If the address is longer than 14 characters, enter the rest of the address in the next address field.
ADDRESS	The rest of the address if it was too long to fit in the first address field.
CITY	City of the contact.
STATE	State of the contact.
ZIP	Zip code of the contact.
LASER PRINTER?	Select if you are printing 1099s on a laser printer. The align forms message does not display.
TEST FILE?	If checked, the file is created with a T for "test." If you are filing 1099s electronically for the first time, upload this file to the IRS before sending the actual 1099 file. If this field is **unchecked**, a standard file is created. You can then upload this file with 1099 information to the IRS.
PAYMENT YEAR	The year for which you are printing the 1099s.

    f.   Review the information before printing the 1099s
    g.   Select **Finish** to print the 1099s report.
         If you are returned to the File Utilities screen, close the screen.

5. Print the 1099-MISC and NEC forms.

You will need to print both the 1099-MISC and 1099-NEC forms.

1099-MISC

    a. Load the 1099 forms into your printer.
    b. Select **File Utilities** > **Special Processing** > **1099-Misc Processing**.
    c. Verify the Select Options are the same as they were in Step 3.
    d. Select **Next** twice to get through the Select Options and Sort Options screens. The Print Options screen displays.
    e. Complete the Print Options screen.

    Note: Scroll to view additional print options.

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    e. Select **Finish**.
    f. If you are using a laser printer, please read the WARNING that follows and skip to **Step H** of this section.
    If you are NOT using a laser printer, **Forms Alignment Required?** displays on the screen. Select **Yes**. A single complete 1099 prints.
    g. Is the information printing in the proper boxes?

Yes	No
Prepare to print 1099s: • Set the top of form on dot matrix printers (such as Okidata 320, 321) by pressing these buttons on the printer - **SEL**, **TOF**, **SEL**. • Press the form feed button one time to get a new 1099 form for printing. • Select **No** to the alignment question.	Repeat the alignment process: • Adjust the 1099 form up, down, left, or right. • Select **Yes** to the alignment question. • Continue to answer **Yes** until the alignment is correct. When the forms are aligned, follow the directions to the left under **Yes**.

Warning: Don't turn the printer off for any reason while 1099 forms are printing. If you do, some forms may not be printed. On many dot matrix printers, you can press **SEL** to pause printing.

1099-NEC

    a. Load the 1099 forms into your printer.
    b. Select **File Utilities > Special Processing > 1099-Misc Processing**.
    c. Verify the Select Options are the same as they were in Step 3.
    d. Select **Next** twice to get through the Select Options and Sort Options screens. The Print Options screen displays.
    e. Use the following table to complete the Print Options screen.

FORM TYPE	NEC
PRINT LIST?	Unchecked
PRINT 1099'S?	Checked
BUILD FILE?	Unchecked
CLEAR 1099 $?	Unchecked
MIN EARNINGS?	600.00
NON 1099 VEN'S	Unchecked
PHONE NUMBER	Phone number of contact person. Key **ONLY** the numbers, not any other characters such as a hyphen (-) or parenthesis (), for example 8645555555. This information is **required** by the IRS to appear on 1099s.
CONTACT NAME	Name of person to contact regarding 1099 content.
ADDRESS	Address of the contact up to fourteen characters. If the address is too long to fit in this field, enter the rest of the address in the next address field.
ADDRESS	The rest of the address if the address was too long to fit in the first address field.
CITY	City of the contact.
STATE	State of the contact.
ZIP	Zip code of the contact.
LASER PRINTER?	Check if you are printing 1099s on a laser printer. The align forms message does not display.
TEST FILE?	If checked, the file is created with a T for "test." If you are filing 1099s electronically for the first time, upload this file to the IRS before sending the actual 1099 file. If this field is **unchecked**, a standard file is created. You can then upload this file with 1099 information to the IRS.
PAYMENT YEAR	The year you are printing the 1099s for.

f. Select **Finish**.

g. If you are using a laser printer, please read the WARNING that follows and skip to **Step H** of this section.
If you are NOT using a laser printer, **Forms Alignment Required?** displays on the screen. Select **Yes**. A single complete 1099 prints.

h. Is the information printing in the proper boxes?

Yes	**No**
Prepare to print 1099s:	Repeat the alignment process:

• Set the top of form on dot matrix printers (such as Okidata 320, 321) by pressing these buttons on the printer - **SEL**, **TOF**, **SEL**. • Press the form feed button one time to get a new 1099 form for printing. • Select **No** to the alignment question.	• Adjust the 1099 form up, down, left, or right. • Select **Yes** to the alignment question. • Continue to answer **Yes** until the alignment is correct. When the forms are aligned, follow the directions to the left under **Yes**.

Warning: Don't turn the printer off for any reason while 1099 forms are printing. If you do, some forms may not be printed. On many dot matrix printers, you can press **SEL** to pause printing.

i. After printing, remove the 1099 forms from your printer and replace with regular paper.

6. Build the 1099-MISC file if you have received a TCC from the IRS.

Create an electronic file for your 1099-MISC entries and then upload the file. For more information on a TCC, go to www.irs.gov.

a. Select **File Utilities > Special Processing > 1099-Misc Processing**.
b. Verify the Select Options are the same as they were in Step 3.
c. Select **Next** twice to get through the Select and Sort Options screens. The Print Options screen displays.
d. Complete the Print Options screen.

Note: The name and address information that appears in the System Options screen is automatically added to the file. However, if the information is blank on the Systems Options screen, the information you key here will be added to the file. As a rule, you should always enter the phone number, contact name, address, city, and zip to make sure the correct information is copied onto the file.

d. Select **Finish**.
e. Wait while the file is built. A message displays indicating the number of records built and the location of the file.
f. Write down the number of records written to the file that displays.
g. Press **Enter** or select **Continue**.
h. Use the instructions on the IRS website to forward the information to the IRS. When the instructions tell you to Browse for your file, you can select **A:** to pull the file.

7. Clear the 1099-MISC amount.

a. Verify the information on the printed 1099s is correct.

b. Select **File Utilities > Special Processing > 1099-Misc Processing**.
c. Verify the Select Options are the same as they were in Step 3.
d. Select **Next** twice to get through the Select and Sort Options screens. The Print Options screen displays.
e. Complete the Print Options screen.
f. Select **Finish**.

8. If you have written any checks in the new year, rerun Recalc 1099 Vendors.

For the current year's 1099 information to be accurate, if you have printed any vendor checks in 2023, rerun Recalc 1099 Vendors. After you clear the 1099 information in Step 7, all 1099 information will be missing, including the additional amounts written in 2022. Run Recalc 1099 Vendors with a date range of your fiscal year to make sure you catch any checks that have been written.