Springbrook – 1099 Processing

Springbrook

Agenda

- Forms and Documentation
- AP – 1099 Processing – Batch setup and Settings
- Invoices
- Edit
- Proof List
- Forms
- Export

1099 Due Dates

Refer to the IRS instructions for reporting deadlines.

- 1099-NEC – Non-employee compensation 1/31/2024 due date.
- 1099-R – Pension distributions are due 1/31/2024.
- Others due 3/31/2024.

Order the correct forms

Determine what forms you need. If all you sent last year. You may only need 1099 NEC this year with the latest IRS change having them print 3 to a page.

Order Forms – Assure line-up is correct.

The Solv Group (formerly Centro) - 800.388.3650

https://tinyurl.com/SpringbrookEnter

Please do not order forms from any other vendor. Springbrook tests this one vendor forms for line-up.

IRS Documentation

General 1099 information

2023 General Instructions for Certain Information Returns (irs.gov)

Download instructions from the IRS.

- **Instructions for Form 1099-MISC and Form 1099-NEC**
- **Instructions for Form 1099-R**

IRS FIRE information page: Filing Information Returns Electronically (FIRE) | Internal Revenue Service (irs.gov)

If you are required to file 10 or more information returns during the year, you must file electronically. The 10-or-more requirement is a total returns in a calendar year.

Example: During the calendar year 2024, for tax year 2023, filing season, Company W, is required to file 4 Forms 1099-NEC, Nonemployee Compensation, and 4 Forms 1099-DIV, Dividends and Distributions, 2 Form W-2, Wage Statement, for a total of 10 returns. Because Company W is required to file 10 returns as calculated during the calendar year 2024, for tax year 2023, filing season, Company W must electronically file all its tax year 2023, Forms 1099-NEC and 1099-DIV with the IRS, and Forms W-2 with the Social Security Administration.

1099 Processing - Batch

1099's can be used as a single batch process.

Now you can multiple 1099's batches open.

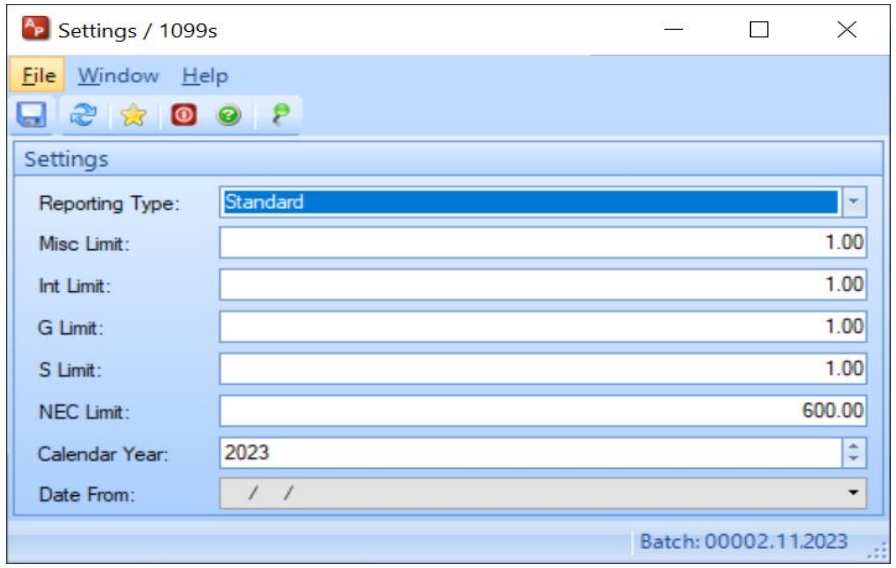
- Highlight the batch by clicking on it.
- Use the delete key on the keyboard to delete the batch.
- Say yes to the warning. All data in the batch will be deleted.

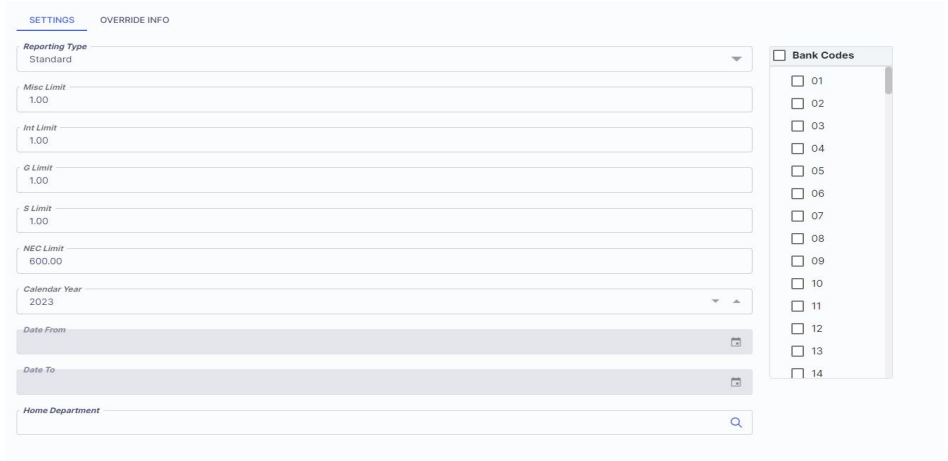
Use the enter key to get the new batch setup window.

The batch year does not matter for 1099's.

Settings

- Reporting Type - Use Standard
  - Contract is only used for California Contractor reporting.
- Calendar Year 2023. All history with check date in 2023 will be included.
- Limit – Restricts 1099's produced to include only vendors with the limit amount or more in 1099 checks.
- Change to versions 7.18+ only. - Can have separate limits for various types.
  - Fill in all the boxes.



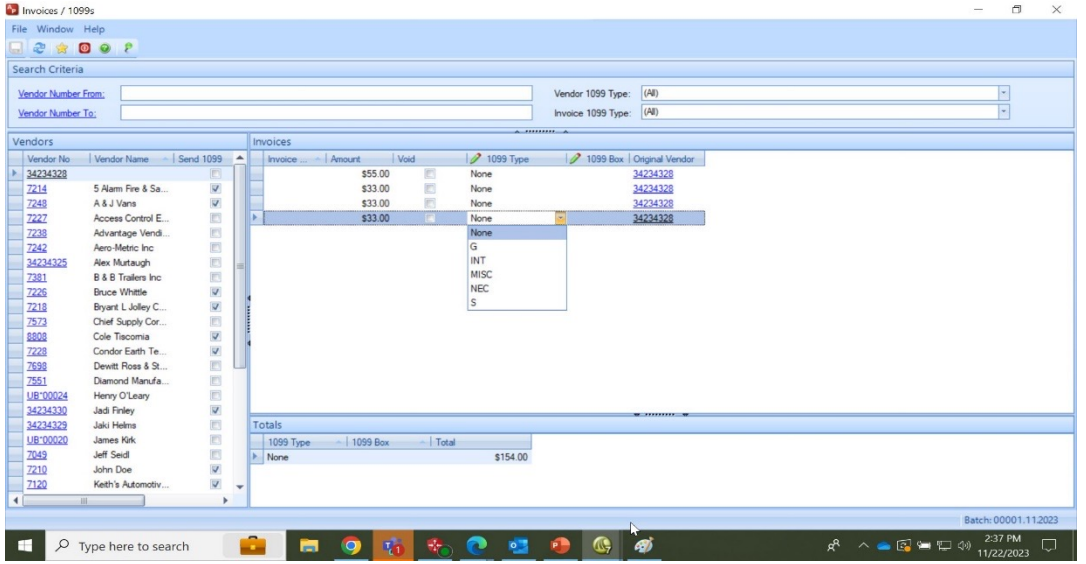


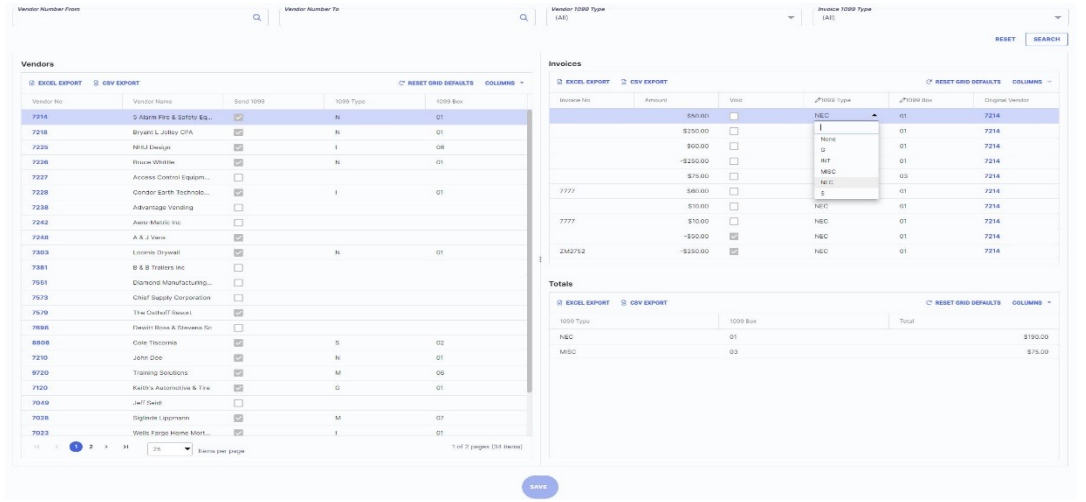
Invoices

- This step allows you to modify actual AP history to change 1099 types or make invoices not 1099 (for supplies or any other reason).
- Come back to this step after Generating if you have not previously identified invoices that need to be changed.
- Do not manually edit 1099's before backing up to this step. Generate will over-write manual changes.
- The Vendor 1099 cannot be modified in this window but vendors can be accessed and changed.
- Click on the Vendor number to open the vendor to change the 1099 settings.

Invoices

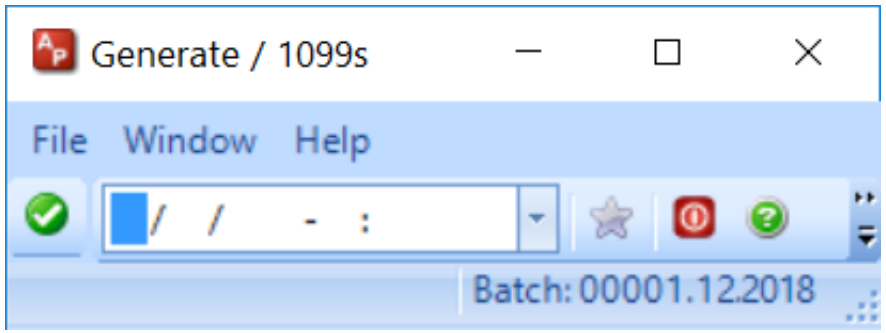
- Majority of your time will be spent looking at and editing your 1099 Invoice Type.
- Filters have been added to limit data displayed.
- Will only display check data within the year selected.
- Can filter by Vendor or Invoice 1099 Type.

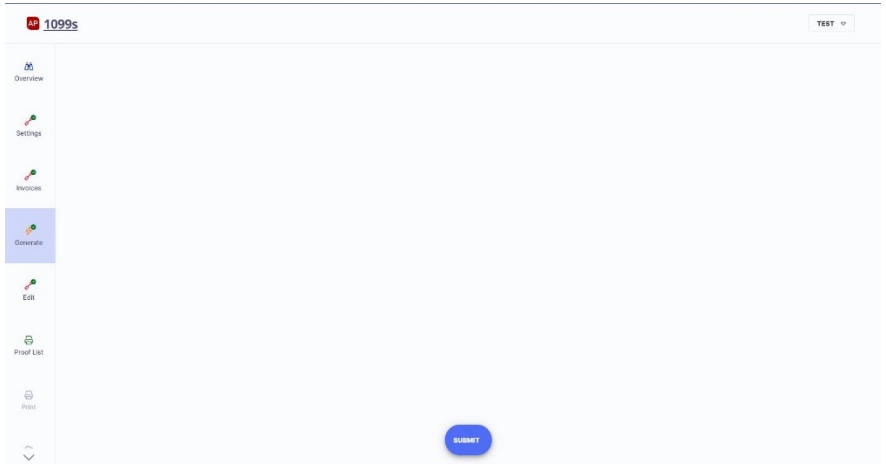




Generate

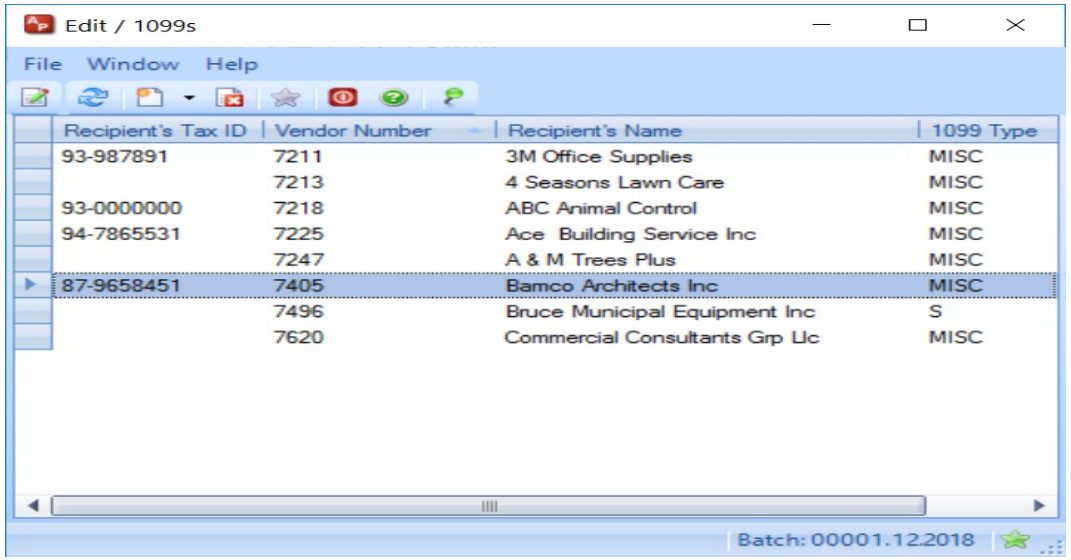
- Generate will delete any 1099 data in the batch Edit step and over-write with system data.
- Don’t go back and Generate if you have added or modified data in the Edit step.
- Tip: Review generated data to make sure you have everything you expect before doing an editing. Hopefully no or minimal editing is needed. The 1099 data will match data in AP History.

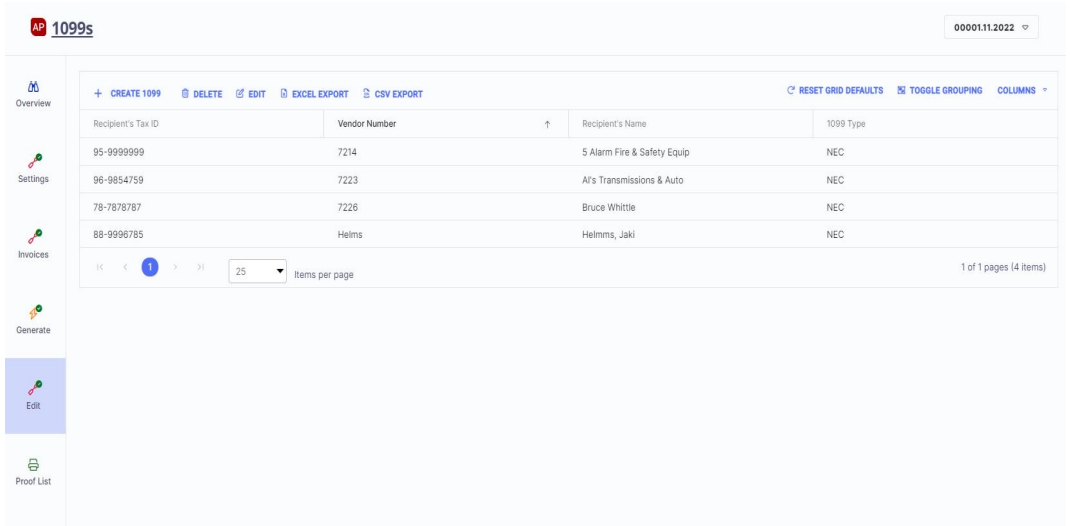




Edit

- Fix the vendor and generate again if necessary. Do not modify vendor data in the Edit step if possible. Forms pull from vendor master information.
- No vendor should have a blank Tax ID number. If you see this be sure to review and fix the vendor, then generate again.

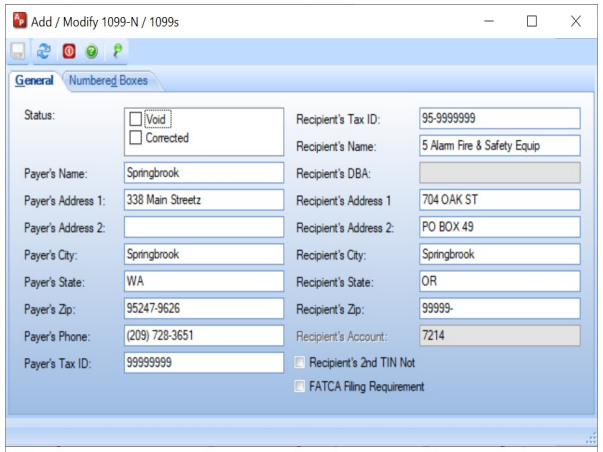


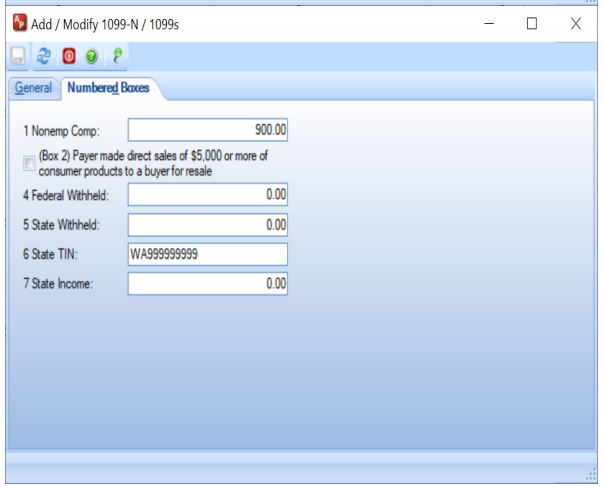


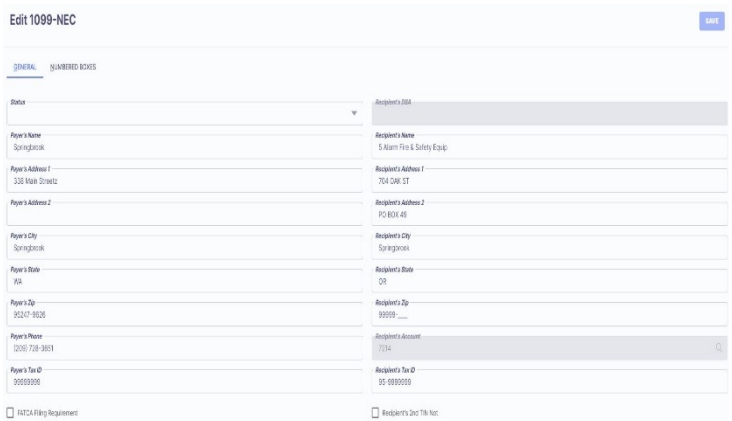
1099 Detail

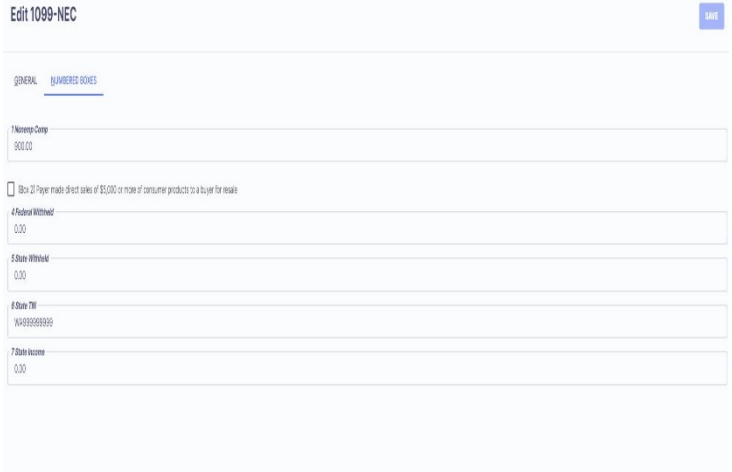
- Double click or Modify in the Edit Window to see the 1099 Detail.
- If history is correct there should be little or no need to edit any 1099 information.
- You can view but not edit DBA information. If incorrect you should fix the vendor and regenerate.
- May need to add withholding amounts since the system doesn’t track those.
- It is always better to fix the history than Edit if possible.

1099 Detail


Add / Modify 1099-N / 1099s
General
Numbered Boxes
Status:
Void
Corrected
Payer's Name:
Springbrook
Payer's Address 1:
338 Main Streetz
Payer's Address 2:
Payer's City:
Springbrook
Payer's State:
WA
Payer's Zip:
95247-9626
Payer's Phone:
(209) 728-3651
Payer's Tax ID:
99999999
Recipient's Tax ID:
95-9999999
Recipient's Name:
5 Alarm Fire & Safety Equip
Recipient's DBA:
Recipient's Address 1
704 OAK ST
Recipient's Address 2:
PO BOX 49
Recipient's City:
Springbrook
Recipient's State:
OR
Recipient's Zip:
99999-
Recipient's Account:
7214
Recipient's 2nd TIN Not
FATCA Filing Requirement


Add / Modify 1099-N / 1099s
General
Numbered Boxes
1 Nonemp Comp:
900.00
(Box 2) Payer made direct sales of $5,000 or more of consumer products to a buyer for resale
4 Federal Withheld:
0.00
5 State Withheld:
0.00
6 State TIN:
WA999999999
7 State Income:
0.00


Edit 1099-NEC
SAVE
GENERAL
NUMBERED BOXES
Status
Payer's Name
Springbrook
Payer's Address 1
338 Main Streetz
Payer's Address 2
Payer's City
Springbrook
Payer's State
WA
Payer's Zip
95247-9626
Payer's Phone
(209) 728-3651
Payer's Tax ID
99999999
Recipient's DBA
Recipient's Name
5 Alarm Fire & Safety Equip
Recipient's Address 1
704 OAK ST
Recipient's Address 2
PO BOX 49
Recipient's City
Springbrook
Recipient's State
OR
Recipient's Zip
99999-____
Recipient's Account
7214
Recipient's Tax ID
95-9999999
FATCA Filing Requirement
Recipient's 2nd TIN Not


Edit 1099-NEC
SAVE
GENERAL
NUMBERED BOXES
1 Nonemp Comp
900.00
Box 2) Payer made direct sales of $5,000 or more of consumer products to a buyer for resale
4 Federal Withheld
0.00
5 State Withheld
0.00
6 State TIN
WA999999999
7 State Income
0.00

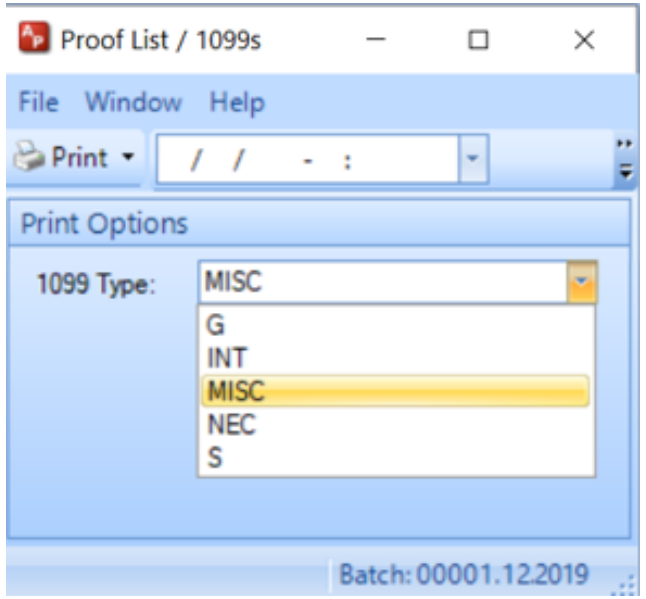
DBA's – Doing Business As

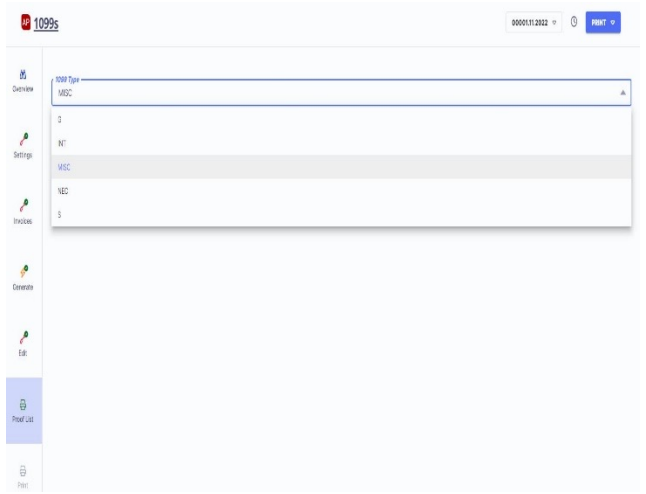
- If a vendor has a DBA on their vendor master, it will print on the 1099. No setup needed.
- If you record the DBA in the Address 1 field on the vendor, that will print on the 1099.
- You may need to switch the information to get the DBA to print the way you want it on the 1099.

Proof List

- Select the Type – Only one type can be run at a time. Each Type displays different information.
- Can use totals to balance if desired.

Vendor	Tax ID	rents	royalties	Other	Fed Tax	Fishing Boat	medical	nonemployee	substitute	Crop Ins	Atty Proceeds
7211	93-987891	0.00	0.00	0.00	0.00	0.00	0.00	1,468.84	0.00	0.00	0.00
3M Office Supplies1530 Stiles Road											
7213		0.00	0.00	0.00	0.00	0.00	0.00	4,575.00	0.00	0.00	0.00
4 Seasons Lawn Care1539 N 8TH ST											
7218	93-0000000	0.00	0.00	0.00	0.00	0.00	0.00	5,600.00	0.00	0.00	0.00
ABC Animal Control345 Elm Street											
7225	94-7865531	0.00	0.00	0.00	0.00	0.00	0.00	11,350.00	0.00	0.00	0.00
Ace Building Service Inc3510 S 26TH ST											
7247		0.00	0.00	0.00	0.00	0.00	0.00	3,360.00	0.00	0.00	0.00
A & M Trees Plus7230 SAUK TRAIL RD											
7405	87-9658451	0.00	0.00	0.00	0.00	0.00	0.00	3,521.00	0.00	0.00	0.00
Bamco Architects IncPO BOX 156											
7620		0.00	0.00	0.00	0.00	0.00	0.00	1,575.00	0.00	0.00	0.00
Commercial Consultants Grp LlcPO BOX 893											
Report Totals:		0.00	0.00	0.00	0.00	0.00	0.00	31,449.84	0.00	0.00	0.00





Proof List fields by 1099 Type

NEC

- Vendor
- Tax ID
- Non Employee Compensation
- Federal Tax Withheld
- State Tax Withheld
- State Income
- State Tax ID

Misc

- Vendor
- Tax ID
- Rents
- Royalties
- Other
- Fed Tax
- Fishing Boat
- Medical
- Non Employee
- Substitute
- Crop Ins
- Atty Proceeds

G

- Vendor
- Tax ID
- Unemployment Comp
- State Tax Refunds
- Federal Income Tx
- ATAA Payments
- Taxable Grants
- Agriculture Payments

Int

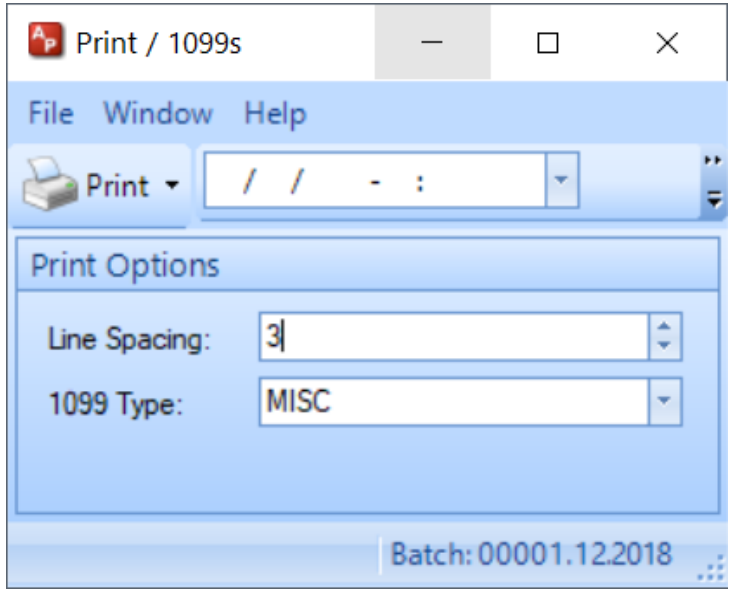
- Vendor
- Tax ID
- Int Income
- Early Withdrawal
- Int on Bonds
- Fed Income Tax
- Inv Expense
- Foreign Tax Pd
- Tax-emempt Int
- Private Bond

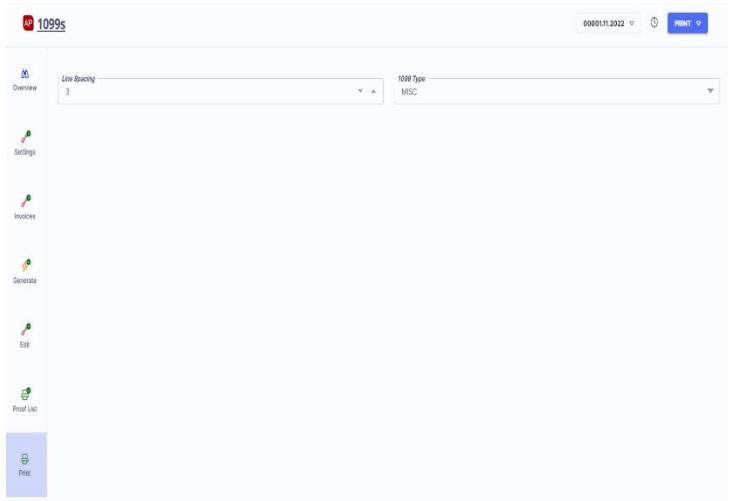
S

- Vendor
- Vendor Name
- Tax ID
- Gross Proceeds
- Buyer's Real Estate Tax

Print

- Select the 1099 Type
- Set Line Spacing to 3 to start. That is the spacing we test forms against to allow the forms to be moved up or down.
    - Default is 1 but 3 should be the expected setting.
- ONLY use approved forms.





Forms

Print a form to plain paper and hold up to the light to check alignment before printing all of them. Check both top and bottom forms.

1099 Forms

1099-NEC

1099-Misc

1099-G

1099-Int

1099-S

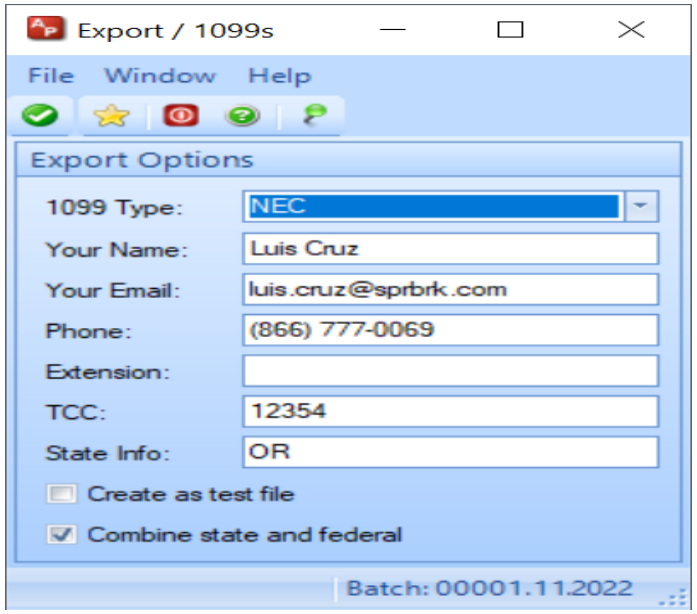
1099-R – Processed in Payroll

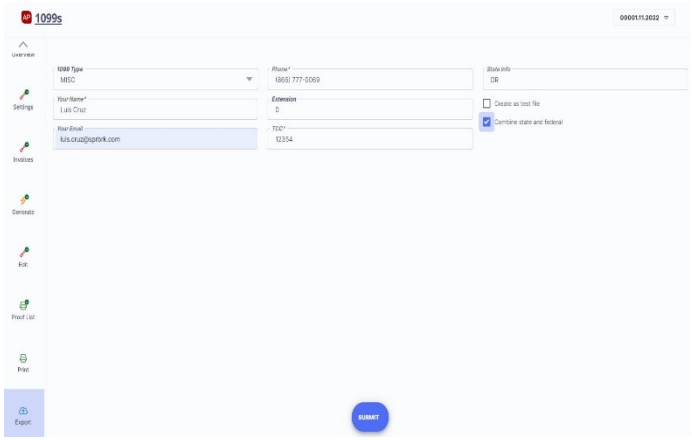
1099 Copy A

- **Note about Forms printed – Springbrook does not test line ups to print on the red printed form. If you print these forms, you may need to do some adjusting to print on them. We expect all clients to electronically file rather than file on paper.**

Export

- File will be created to import into the FIRE system.
- You should have a TCC number and login.
- Springbrook may not know if your state allows combined state and federal but have made changes to only list states that are on the FIRE instructions to include states that are allowed.
- That will exclude vendor state information for vendors in states that cannot be reported to the FIRE system as combined. Federal information will be included.





Electronic Reporting

- Electronic filings are done through the IRS FIRE (Filing Information Returns Electronically) system.
- Make sure you have your login information.
- If you do not have login information visit :

https://www.irs.gov/tax-professionals/e-file-providers-partners/filing-information-returns-electronically-fire

- Check with your State for State filing requirements.
- NOTE: FIRE system will not accept uploads until January 8th, 2024.

An official website of the United States Government

Filing Information Returns Electronically (FIRE)

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organization (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

- Become an Authorized e-file Provider
- Authorized IRS e-file Provider Locator Service for Tax Professionals
- QuickAlerts
- e-News Subscriptions
- Electronic Filing Options for Business and Self-Employed Taxpayers
- QuickAlerts "More" e-file Benefits for Tax Professionals
- Modernized e-file (MeF) Forms
- Approved IRS Modernized e-File Business Providers

What's new?

- **Reduction in the electronic filing threshold beginning tax year 2023 (calendar year 2024)**
- **IR-TCC application for FIRE**
- **What do you need to do to complete an IR application for TCC?**

FIRE production system availability

	From:	Through:
Down for annual updates	November 27, 2023, 3 p.m. ET	January 7, 2024
Available	January 8, 2024	TBD

FIRE test system availability

	From:	Through:
Available	November 1, 2023, 8 a.m. ET	November 27, 2023, 3 p.m. ET
Down for annual updates	November 27, 2023, 3 p.m. ET	January 3, 2024, 12 noon ET
Available	January 3, 2024	TBD

Note: The FIRE systems (production and test) have regularly scheduled maintenance windows every Sunday from 2 a.m. ET to 8 a.m. ET and Wednesday from 2 a.m. ET to 5 a.m. ET.

Additional information

- FIRE Production System
- Access IR Application for TCC
- FIRE Test System
- Form 8955-SSA Resources
- About IR App. for TCC

Record specifications/File layouts

- Publication 1220, Specifications for Electronic Filing of Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G (PDF)
- Publication 1239, Specifications for Filing Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips (PDF)
- Publication 1187, Specifications for Filing Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding (PDF)
- Publication 1516, Specifications for Electronic Filing of Forms 8596, Information Returns for Federal Contracts (PDF)
- Publication 4810, Specifications for Electronic Filing of Form 8955-SSA, Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits (PDF)

End of Year Batch Numbers for Accounts Payable

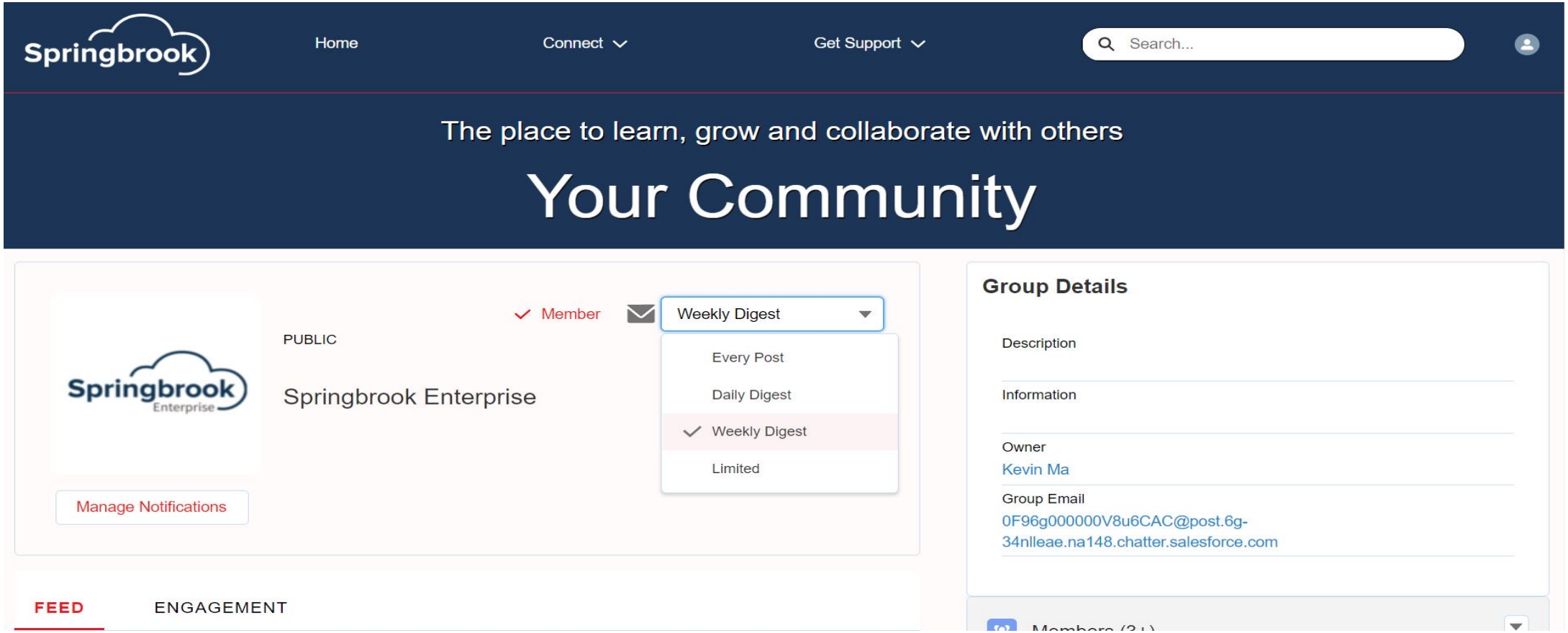
- Batch numbers and years are not important for Accounts Payable checks. The batch number will not affect the 1099 information generated.
- Check dates are the critical item to get 1099 information processed to the correct calendar year.
- Update Check dates and numbers utility in Bank Reconciliation > Utilities exists in versions 7.15+ to allow users to change check dates and numbers without Springbrook intervention.

Join Us on Community

In Springbrook Community (top of window), click on Connect and select Springbrook Enterprise. Make sure you are a member of this group. If not, there will be a box to Join the group.

After joining (or if you are already a member) sign up in the middle of the top to receive information in a Weekly Digest. The choices are Every Post, Daily Digest or Weekly Digest. Weekly digest will send an email every weekend with new information posted which works well for most clients. Limited will not send emails (I don't think).

This will send an email on the frequency you request to remind you that new service packs are shipped. These items are all posted to Community Chat.


Springbrook
Home
Connect
Get Support
Search...
The place to learn, grow and collaborate with others
Your Community
Member
Weekly Digest
PUBLIC
Springbrook Enterprise
Every Post
Daily Digest
Weekly Digest
Limited
Manage Notifications
Group Details
Description
Information
Owner
Kevin Ma
Group Email
0F96g000000V8u6CAC@post.6g-34nlleae.na148.chatter.salesforce.com
FEED
ENGAGEMENT

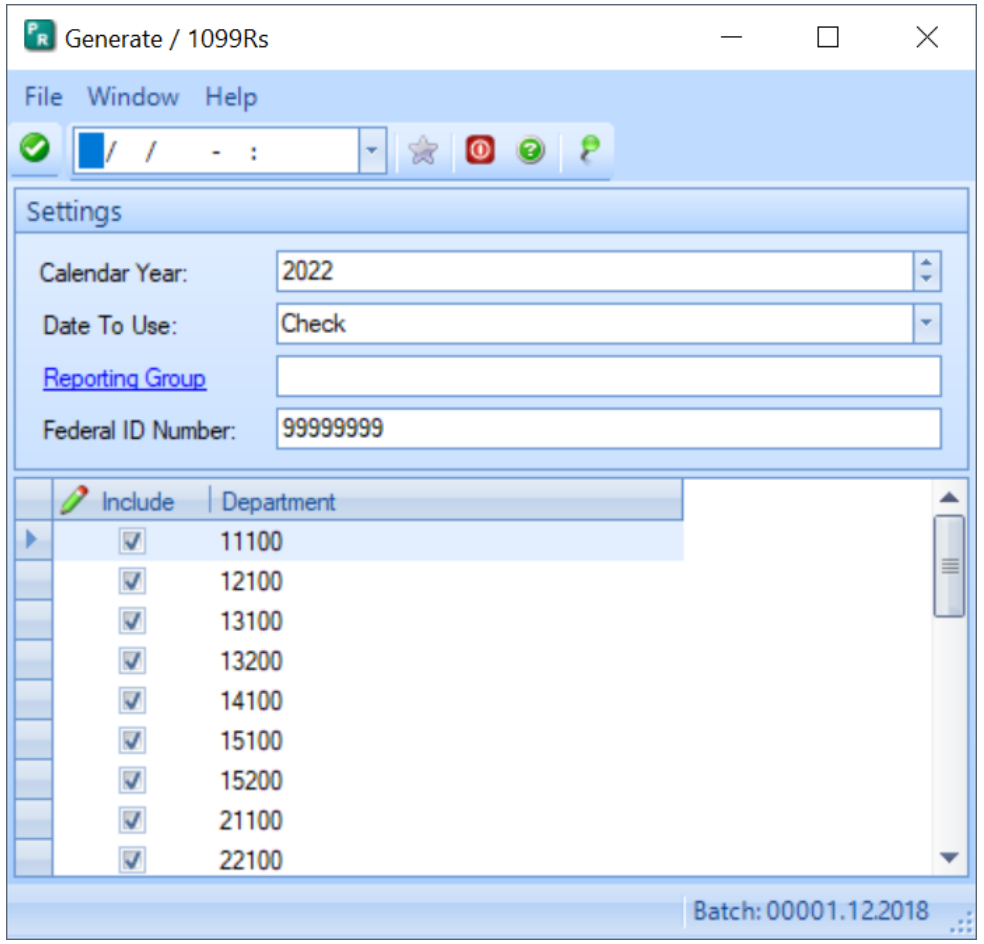
Questions?

Springbrook

1099R

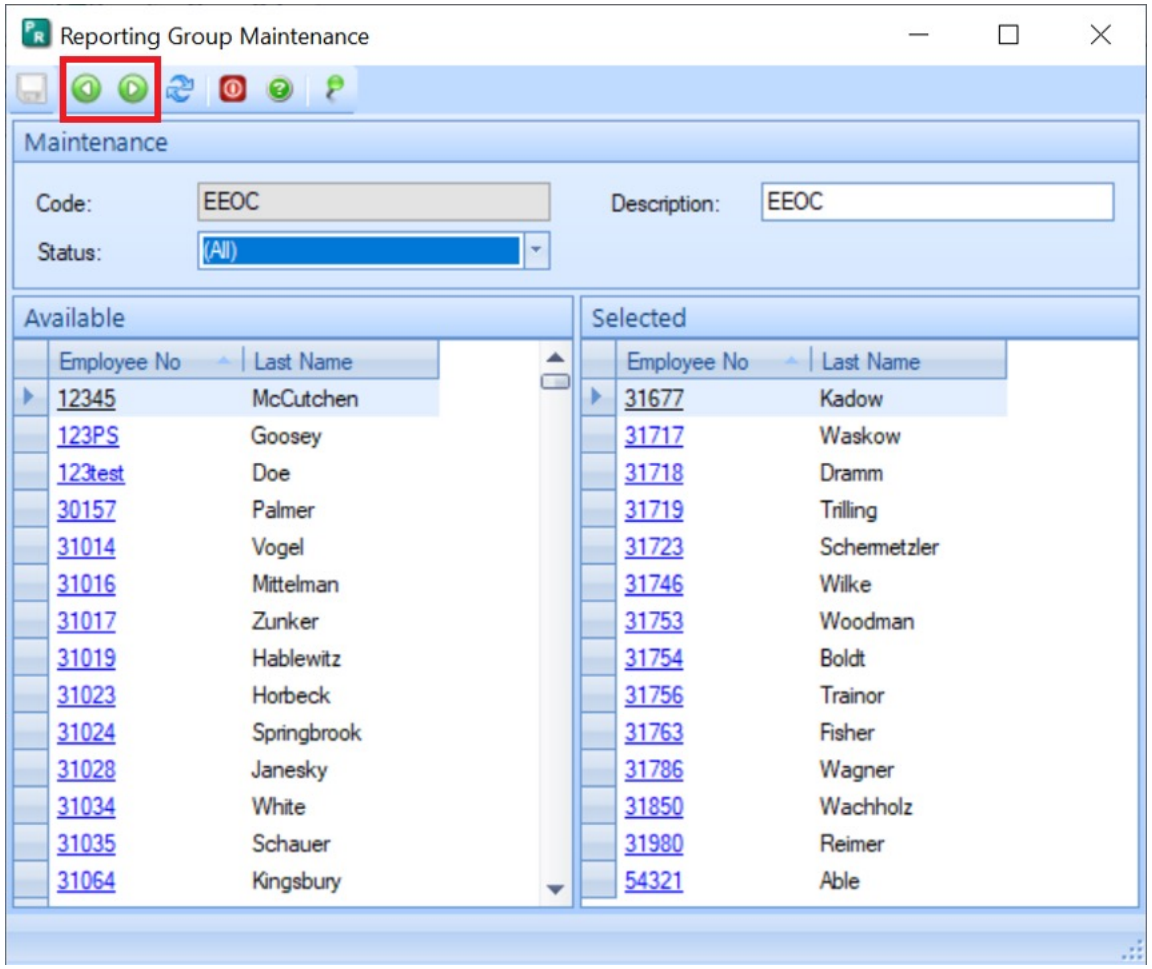
1099R

- 1099Rs are generated in Payroll.
- The batch number and year does not matter for the process.
- Data is stored in Payroll typically with a different department than standard Payroll entries.
- May also use Reporting Groups.
- Select the proper Calendar Year and Department(s).
- Change the Federal ID Number if necessary.



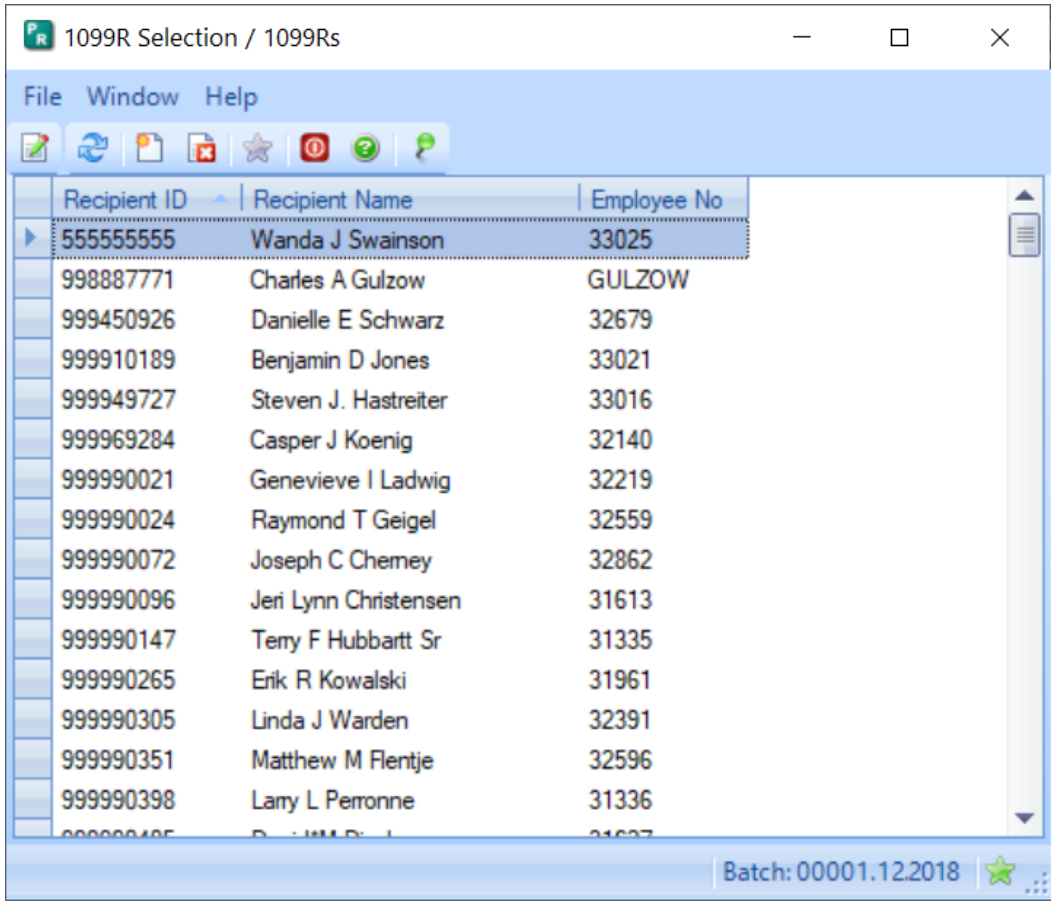
Reporting Group

- PR >Maintenance > Report Group
- Highlight an employee in the Available field and click the Add Employee icon. This will add the selected employee to the Selected field.
- Highlight an employee in the Selected field and click the Remove Employee icon to move the selected employee from the Selected to the Available field.



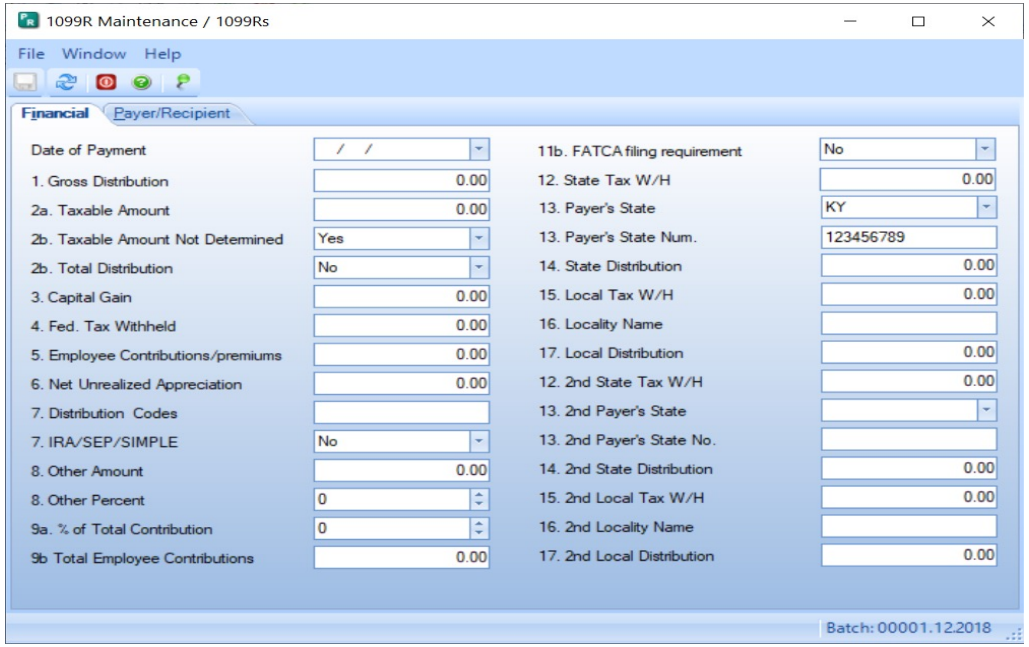
Edit

- A list of all employees with history will display.
- Open employees using the modify button or double click on the employee.



Edit

- Two tabs of data will display.
- Modify any information needed. Gross Distribution and any withholding amounts should be filled in.
- Payee information is on the second tab.
- Taxable amount will NOT be determined or filled out.



Proof List

- Will provide you information on the 1099 forms.
- Will not show recipient information.

Payroll

1099 Proof List

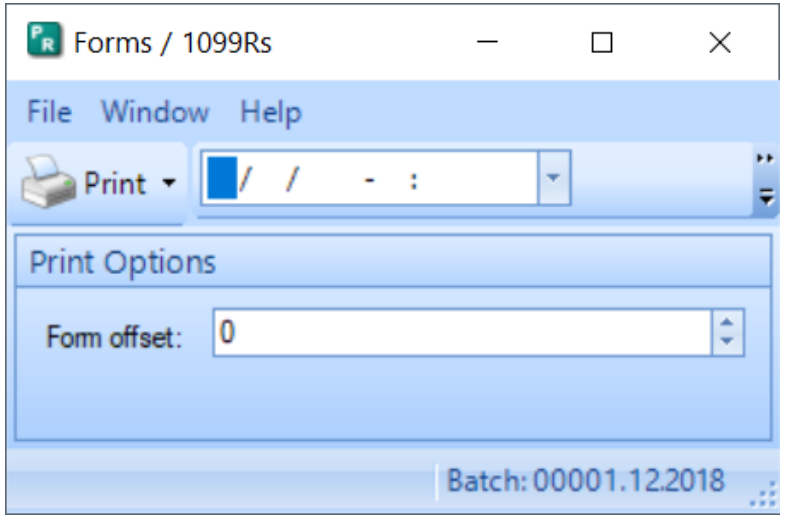
Springbrook
An Accela Company

User: carol
Printed: 12/05/2019 - 2:18PM
Batch: 00001.12.2018 - 2018 1099R

Recipient ID	Employee	Gross Distribution	Fed Taxes Withheld	State Distribution	State Taxes Withheld
123-12-1235	Tammie Wisee	0.00	0.00	0.00	0.00
123-45-6454	Bob Smith	0.00	0.00	0.00	0.00
123-45-6789	John john Smith	0.00	0.00	0.00	0.00
555-55-5555	Wanda J Swainson	0.00	0.00	0.00	0.00

Print

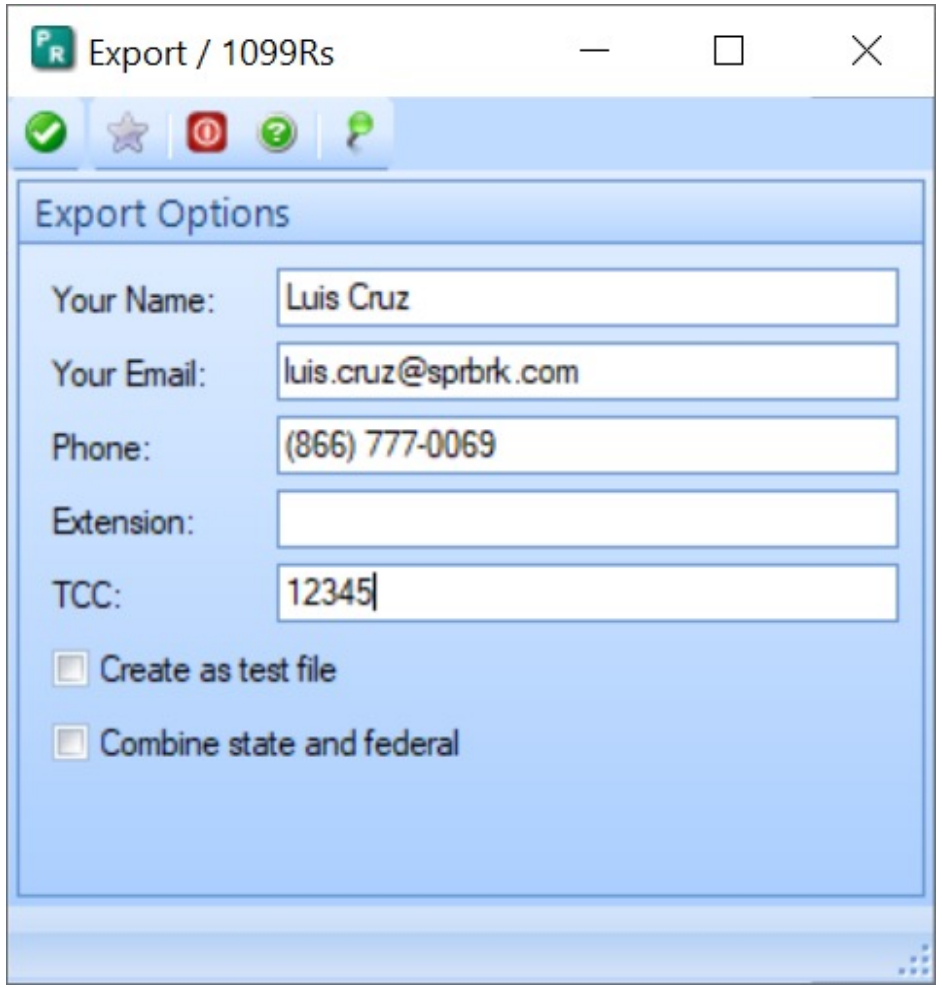
- Set the offset or change after printing and comparing to the forms.
- Line up similar to 1099 forms.



Export

- Send forms on paper or export.
- If you export you will upload the file to the FIRE system just like 1099's.

```
Support 7.18.6
3001 E. Main Street
Springbrook,KY 53590

                                                    X


 88775995              123-12-1235


Tammie Wisee


1969 Smith #2 south


Already,AK 99999

                                                KY 123456789
```



Questions?

Springbrook

Thank you!

Luis.cruz@sprbrk.com

Springbrook