1099-Prep User Guide

Date: 1/18/2024

Contents

1 Welcome to 1099-Prep

1099-Prep provides users with a simple, secure, and inexpensive process for preparing and filing Forms 1099 and W-2 with just one complimentary account. A Customer may prepare and submit forms for multiple filers in a single submission and make a single payment.

1099-Prep supports the most common 1099 series forms, Form W-2, Form 1042-S, and several other tax information reporting forms (see Appendix A: Supported Federal Tax Form Definitions).

Sections in this guide:

2 Overview

1099-Prep supports preparing and filing Forms 1099, W-2, and other tax information reporting forms for multiple recipients within one account.

Users can create payers, recipients, and multiple forms through the user interface or by importing data.

Prepared forms are added to the cart and submitted for processing. Users have the option of automatically mailing a copy of the forms to the recipients and printing a copy of the Forms for their records, a service included free with the $5/form filing fee incurred at the time of submission.

The status of the forms appears in the dashboard and continues to update as the forms are processed by 1099-Prep and the IRS.

2.1 Form Preparation Process

1. Access 1099-Prep, create an account, and log in.
2. Access a customer profile by searching for the customer account. The customer displays in the Customer Dashboard.
3. Access the Customer section to add a payer and complete all necessary fields.
4. Access the Payer section to add a recipient and complete all necessary fields.
5. Access the Recipient to add forms. Select a form type and complete the tax form fields.
6. Review the data in payer, recipient, and form section of the customer profile. Click the **Edit** icon: in a section to edit information.
7. Click **Delete:** in the Customer toolbar to delete a payer, recipient, or form in their section of the Customer profile.
8. Click **Import:** in the Customer toolbar to import payer, recipient, and form data from previous tax filing years.
9. Click **Export:** in the Customer toolbar to export payer, recipient, and form data for a tax filing year.
10. Click **Reports:** in the Customer toolbar to generate reports of tax forms you drafted or submitted to the IRS/state.
11. Click **Bulk Actions:** in the Customer toolbar to add all forms to the cart, delete all forms, or reopen all rejected or failed forms.
12. After reviewing and editing the forms, add forms to cart.
13. After reviewing the cart, make a payment and submit your forms to the IRS and/or state.

3 Accessing 1099-Prep

1099-Prep is cloud-based. To access 10099-Prep:

1. Open an Internet browser.

   NOTES:

   - Supported browsers are Google Chrome (preferred) and Microsoft Edge.
   - Internet Explorer, Mozilla Firefox, and Apple Safari are not supported.

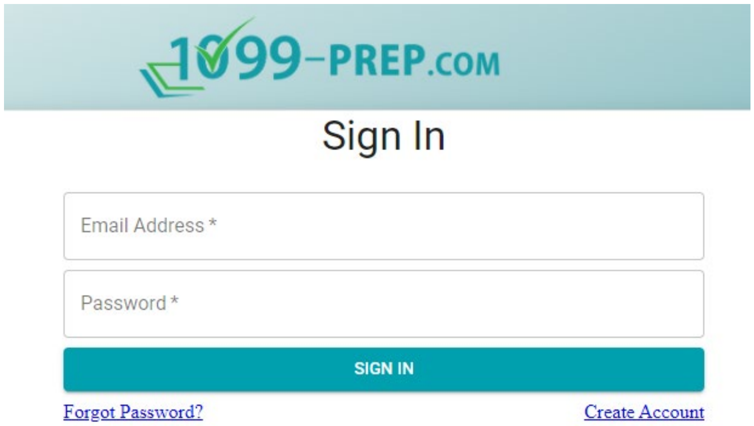
2. Navigate to https://1099-prep.com/.

Once you access the 1099-Prep page, you can log in or create a new account.

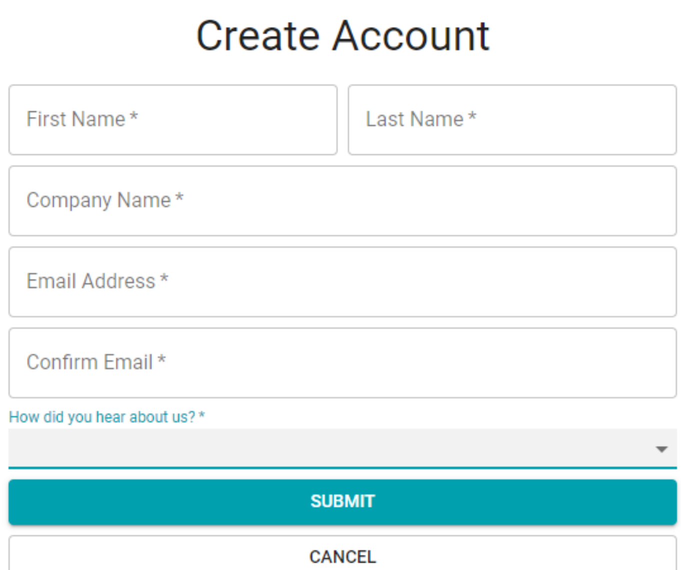
- Creating a New Account
- Logging into 1099-Prep

3.1 Creating a New Account

1. Access 1099-Prep.
2. Click the **SIGN IN** button on the home page.

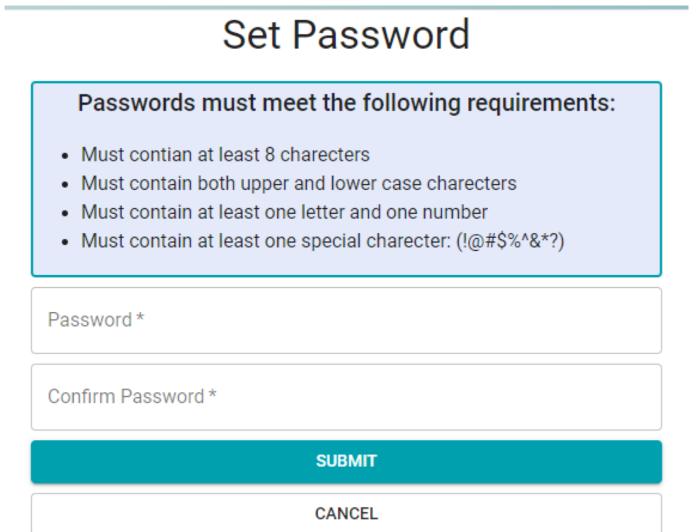


3. On the Sign In page, click **Create Account.** Complete the following fields. All fields are required.



4. Click **SUBMIT**.
5. An email from noreply@1099-prep.com will be sent to the Account email address with a link to set the password.
6. Check your email and click the link (or copy it into your browser) to **Set Password.**

   You will be directed to the following page on your browser.



7. Follow the password requirements to create your password.
8. Confirm your password and click **SUBMIT.**
9. Click **RETURN TO LOGIN**.

If you have additional users to create for your organization, please see the User Management section later in this document.

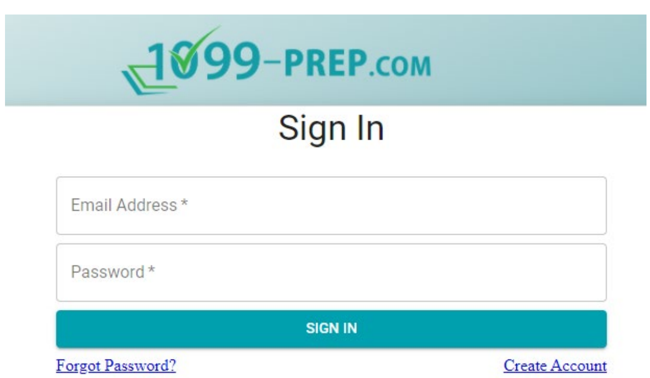
3.2 Logging into 1099-Prep

1099-Prep uses two-factor authentication during the log process. After entering your login credentials in the Sign In prompt, a Login Confirmation email is automatically sent to the email address you registered.

Access your email and click the confirmation link in the Login Confirmation email.

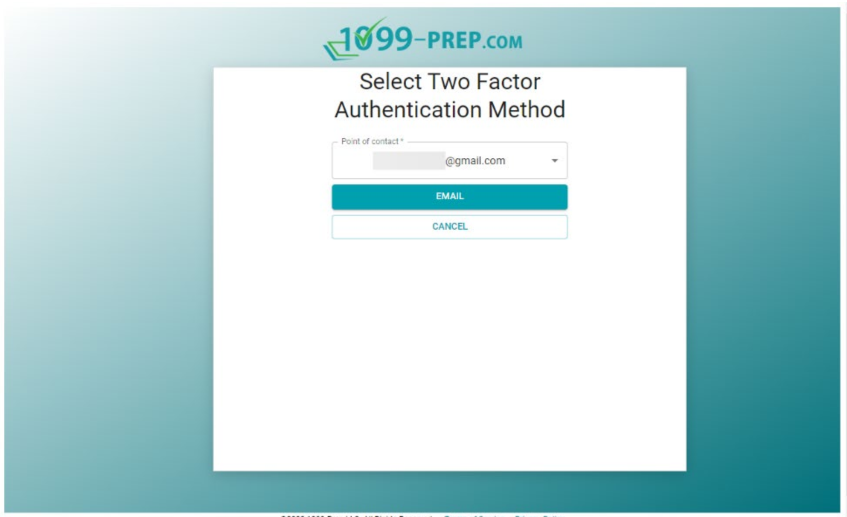
To log into 1099-Prep:

1. Access 1099-Prep.
2. Enter your **Email Address** and **Password** in the fields then click **SIGN IN**. The Two Fact Authentication prompt displays.

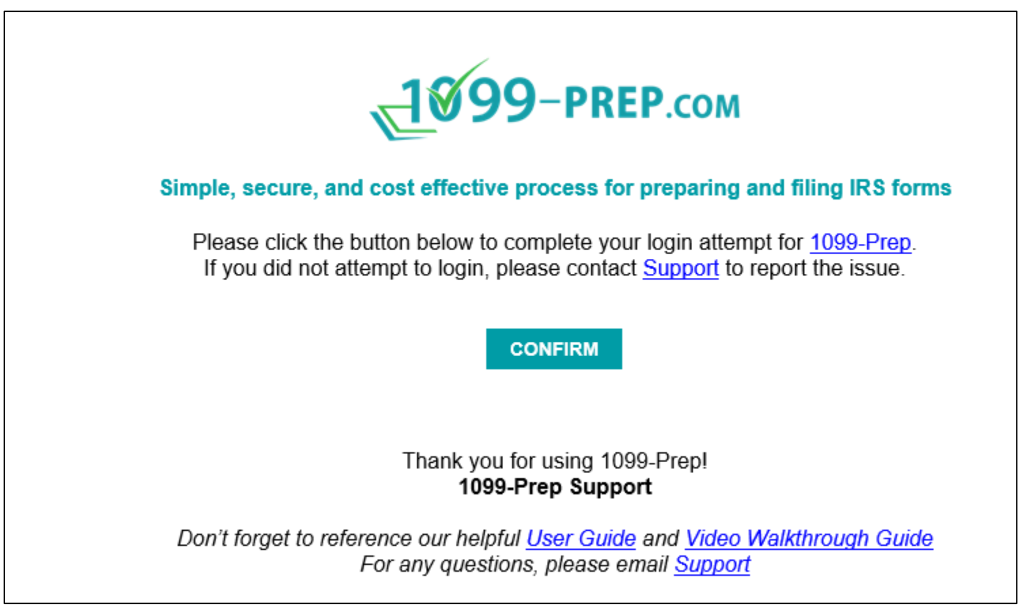


3. In the Two Fact Authentication prompt, select a **Point of contact** from the drop-down menu then click **EMAIL**.

   NOTE: The point of contact drop-down menu contains email addresses you used to create an account.



4. Check your e-mail account for a Login Confirmation e-mail from noreply@1099-prep.com.
5. Click the **Confirm** link in the email. A new tab will open in your browser when confirmation is successful.

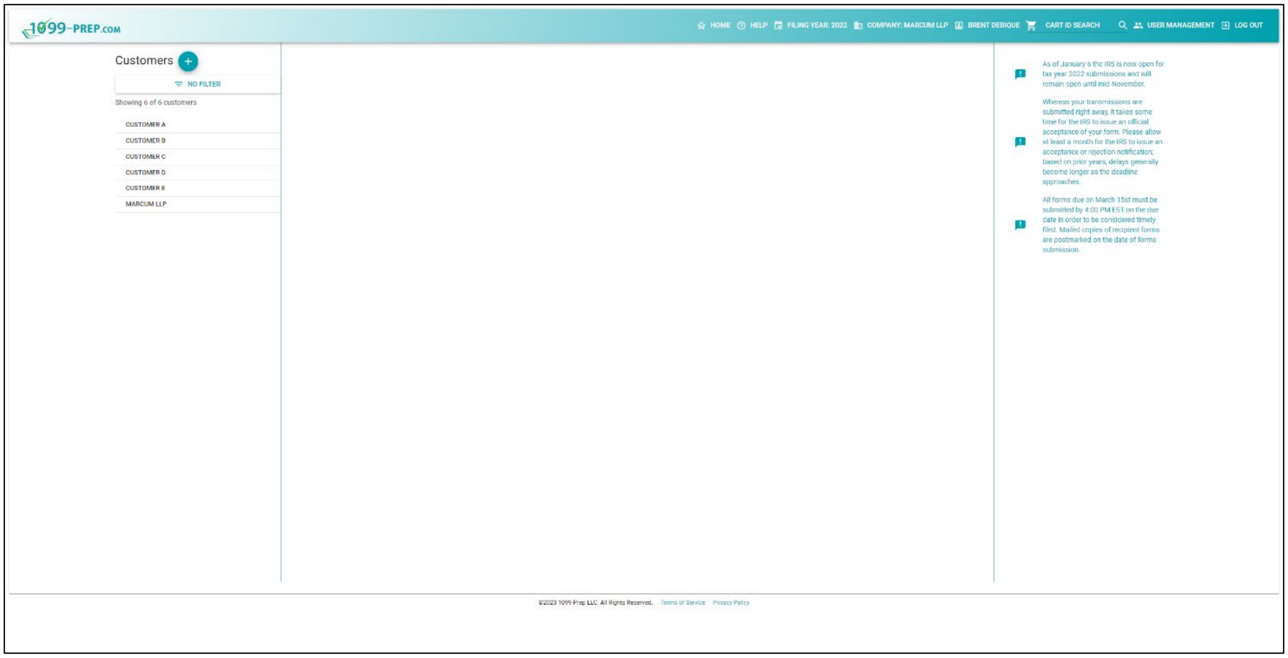


6. Navigate back to the original tab used to log in, and the 1099-Prep Customer Dashboard displays.

4 1099-Prep Interface and Features

When users access 1099-Prep, the Customer Dashboard displays.

The Customer Dashboard is one of four main interfaces of 1099-Prep. Each interface contains features that allow users to navigate 1099-Prep, process tax forms, or manage users.



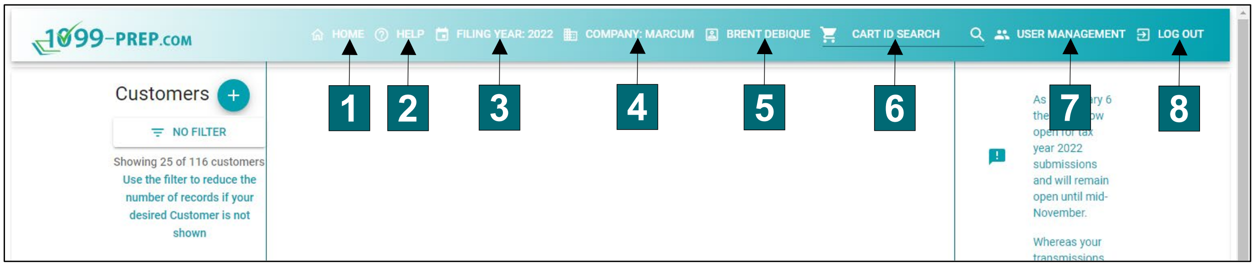
Sections below define major features of each main interface:

- Toolbar
- Customer Dashboard
- Cart
- User Management.

4.1 Toolbar

The 1099-Prep toolbar always displays at the top of the app. It's used to navigate between interfaces, select companies, and search for taxed forms in the Cart (by ID number).

Click a number in a box to navigate to a description of a feature in the toolbar.



# (Click a number to return to image)	Feature Name	Definition
1	Home	Click anywhere in 1099-Prep to return to the Customer Dashboard.
2	Help	Click to display a drop-down menu that contains the 1099-Prep User Guide and other supporting material and options. Options are: • **User Guide:** a PDF document that contains detailed information on all features of 1099-Prep. • **1099 IRS instructions:** A link to the US IRS webpage that contains instruction and information about tax forms. If you have questions about a tax form, search this website. • **Technical Assistance:** Displays a prompt where you can submit to the 1099-Prep Support team a request for assistance. Requests should contain a summary and detailed description of the technical issue experienced in 1099-Prep. Support will reply to the primary email on file for your Company.
3	Filing Year	Click to select a tax filing year. Only tax forms submitted for the selected year displays for customers in 1099-Prep. The default selection is always the current tax filing year.

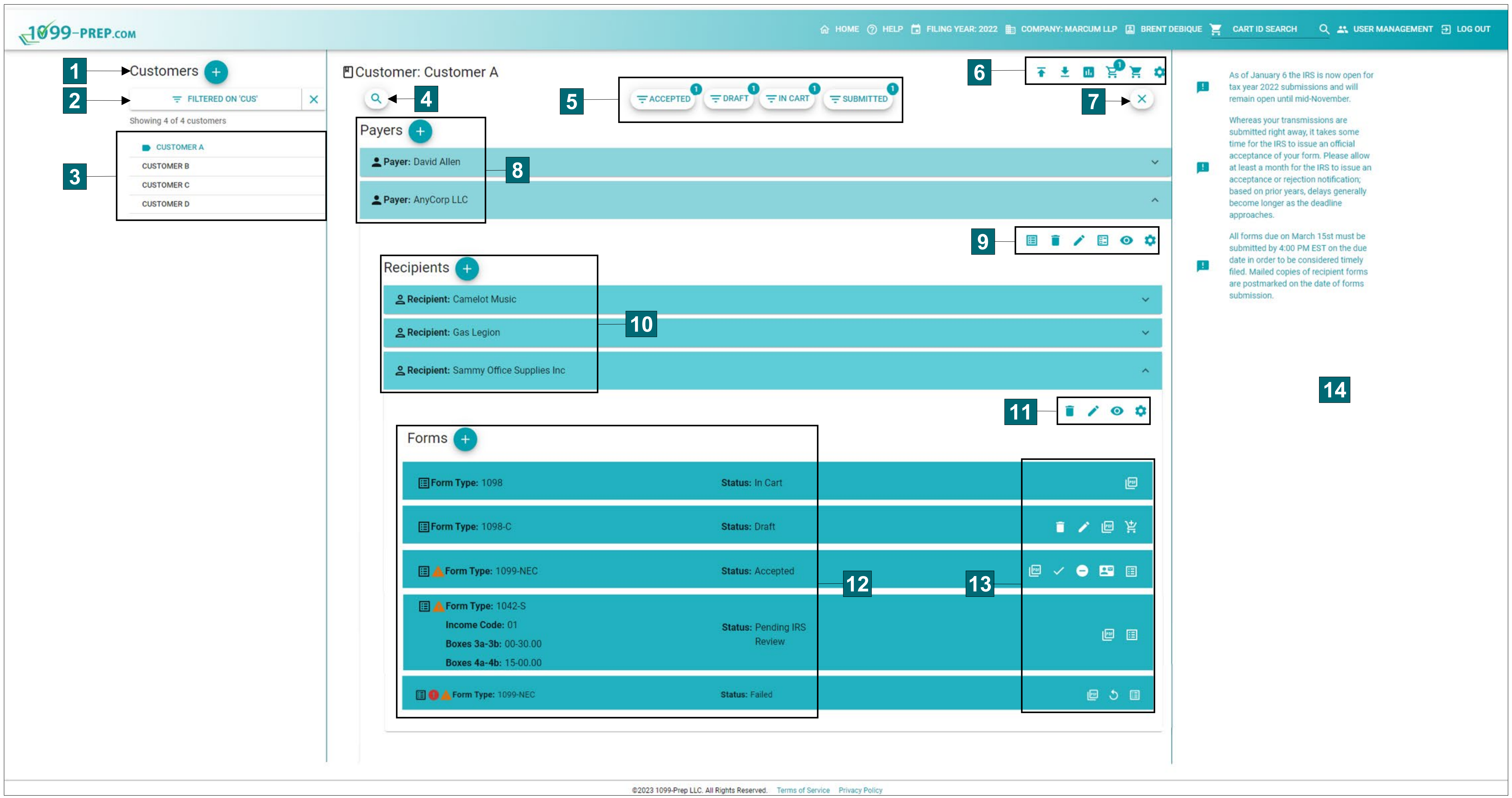
# (Click a number to return to image)	Feature Name	Definition
4	Company	Click to select a company registered in 1099-Prep. When you select a company, only customers, payers, and recipients associated with the company are accessible in 1099-Prep.
5	Username	Click to display a drop-down menu. In the drop-down menu you can view notifications related to your user account or log out of 1099-Prep.
6	Cart ID Search Field	Enter a Cart ID number to find and display that cart of tax forms for the current tax year. 1099-Prep retains all tax forms of a customer added to a cart. Use this feature to quickly access a cart and continue the submission process (see Cart & Cart History). **NOTE:** Ensure you have selected the correct Filing Year before searching.
7	User Management	Click to access the User Management Portal. User Management Portal allows administrators of 1099-Prep to manage user profiles, customer profiles, customer groups, and user permissions. **NOTE:** This feature is hidden for user accounts without proper permissions (see User Groups). See User Management section for details.
8	Log Out	Click to log out of 1099-Prep.

4.2 Customer Dashboard

The Customer Dashboard displays when you log into 1099-Prep. It's used to add, access, and search customer profiles. If a customer profile is selected from the left-side panel, the customer's payers, recipients, and tax forms display in the dashboard.

Additionally, tax forms can be filtered by draft (i.e., incomplete tax forms) and tax forms in the Cart. Completed tax forms can be added to the Cart and checked out.

Click a number in a box to navigate to a description of a feature in Customer Dashboard.



# Click a number to return to image	Feature Name	Definition
1	Add Customers	Click to access the Customers category of the User Management Portal. In the Customers category, a new customer can be added (see Adding Customers). **NOTE:** Permissions to access the User Management Portal is required. If your account does not have permissions, this option will be disabled (i.e., greyed out)
2	Customer Filter	Click to display the Filter Customers prompt. In the prompt, you can search for a customer by name. Text entered in the field will filter all available customers in the Customer List (see Searching Customer List).
3	Customer List	Displays the top customers of your company in 1099-Prep. Click the name of a customer to select it. Payers of a selected customer display in the dashboard (if any). **NOTE:** If your company has many customers, use the Customer Filter to find a customer not shown.
4	Payer / Recipient Filter	Click to display the Payer / Recipient Filters prompt. In the prompt, you can search for payers or recipients of a customer selected from the Customer List. You can search individual or company payers and recipients.
5	Form Status Filter	Buttons display that status of forms in the customer account (i.e., under in the Forms panel). The number of forms in the status appears on button. Click a button to filter forms in the Customer dashboard by a status (see Filter by Form Status). Statuses available are: • **Draft:** Forms added to the customer account, but may have not been completed (i.e., all necessary fields filled out). • **In Cart:** Forms in the customer account that have been added to the cart. • **Submitted for Filing:** Forms are being validated and submitted to the IRS/state. • **Pending IRS Review:** Forms have been received by the IRS and are being reviewed.

# Click a number to return to image	Feature Name	Definition
		• **Rejected:** Forms were rejected by the IRS and/or state. • **Accepted:** Forms that have been submitted to the IRS and/or state and have been accepted. • **Submitted:** Forms that have been submitted to the IRS but have not been accepted yet.
6	Customer Toolbar	Contains the following action icons for the customer open in the dashboard: **Import:** Click to open the Import prompt. In the prompt you can import spreadsheet files that contain customer data (i.e., payer, recipient, and form data). Importing customer data this way bypassing the process of manually adding payer, recipient, and form information in the dashboard. Customer data must be entered in one of 1099-Prep's tax spreadsheet template before importing. Templates can be downloaded from the Import prompt. Alternatively, you can rollover customer data from previous tax years. Payer, recipient, and forms from the previous year(s) are added to the dashboard and can be updated with the current tax year information. See Importing Data. **Export:** Click to open the Export prompt. In the prompt, you can download customer tax data for the tax filing year selected in 1099-Prep (see Toolbar and **Select the Filing Year**). Tax forms are downloaded as spreadsheet files. Exports can be used to import tax data for next year's returns. See Exporting Data. **Reporting:** Click to open the Reporting prompt. In the prompt you can generate copies of customer tax forms, generate reconciliation reports (including Forms 1096 and W-3), and generate "Totals" reports by Payer used to tie-out all filings by issuer.

# Click a number to return to image	Feature Name	Definition
		See Reporting. **Cart:** Click to open the Cart. If you have added forms to the cart, the number of forms ready for payment and submission displays on the icon (e.g.,). See Cart & Cart History. **Cart History:** Click to open the Cart History prompt. In the prompt, you can view all previous transactions made for the tax filing year selected in 1099-Prep (see Toolbar and **Select the Filing Year**). If you have a different cart ID for a different customer, you can look up that cart and view previous transactions. See Cart & Cart History. **Bulk Actions:** Click to display a drop-down menu of actions you can take for all forms associated with the customer. You can delete all forms, add all forms to the cart, and reopen all forms for corrections. See Bulk Actions.
7	Clear All Filters	Click to clear all filters applied to the customer in the dashboard.
8	Payers	Displays all payers associated with the customer. Each tile is a payer, and the payer's name displays in the tile. Click a tile to expand it and see any recipients or forms that have been added to the payer. Click the **Add Payer** button above the tiles to add a new payer to the customer. The Add New Payer prompt displays and payer details can be entered. See Payers.
9	Payers Toolbar	Contains the following action icons for the payer record expanded under the customer:

# Click a number to return to image	Feature Name	Definition
		Manage State Reconciliation Forms: Click to open the State Reconciliation Forms prompt. In the prompt you can view state reconciliation tax forms and add new reconciliation forms if state withholding has occurred. NOTE: To add a state reconciliation form, the customer must have a state account, and withholding information must be added to federal tax forms you are filing. See Manage State Reconciliation Forms. **Delete Payer:** Click to delete the payer that is expanded under the customer record. **NOTE:** Payers with active Recipients cannot be deleted. All Recipients and forms must be deleted before deleting a Payer. See Deleting Payers. **Edit Payer:** Click to open the Edit Payer prompt. In the prompt you can edit payer information. See Editing Payers. **Manage State Accounts:** Click to the open the State Accounts prompt. In the prompt you can manage all state accounts associated with the payer and add new state accounts for business payers registered to states. To file tax forms to the state a state account must be added. See Manage State Accounts. **View Payer:** Click to open the Payer prompt. In the prompt you can see information about the payer of the customer account. See Payers. **Bulk Actions:** Click to display a drop-down menu of actions you can take for all forms associated with the recipients of the expanded payer. You can delete all forms of payer recipients, add all forms of payer

# Click a number to return to image	Feature Name	Definition
		recipients to the cart, and reopen forms related to payer recipients, for corrections. See Bulk Actions.
10	Recipients	Displays all recipients of the expanded payer. Each tile is a recipient, and the recipient's name displays in the tile. Click a tile to expand it and see any forms that have been added to the payer. Click the **Add Recipient** button above the tiles to add a new recipient to the payer. The Add New Recipient prompt displays and recipient details can be entered. See Recipients.
11	Recipients Toolbar	Contains the following action icons for the recipient record expanded under the payer: **Delete Recipient:** Click to delete the recipient that is expanded under the payer record. **NOTE:** Recipients with active forms cannot be deleted. All Forms must be deleted before deleting a Recipient. See Deleting Recipients. **Edit Recipient:** Click to open the Edit Recipient prompt. In the prompt you can edit recipient information. Editing Recipients. **View Recipient:** Click to open the Recipient prompt. In the prompt you can see information about the recipient of the payer and customer account. See Recipients. **Bulk Actions:** Click to display a drop-down menu of actions you can take for all forms associated with recipients expanded in the dashboard. You can delete all forms of recipients, add all forms of recipients to the cart, and reopen forms related to recipients, for corrections. See Bulk Actions.

# Click a number to return to image	Feature Name	Definition
12	Forms	Displays all forms associated with the recipient. Each tile is a form. The tax form type and Status displays in the tile. If a form has missing information or errors, a form alert icon displays in the tile. Click the icon to open the alert prompt and view details. Click a tile to expand it and see any forms that have been added to the recipient. Action buttons appear in each form tile. The type of actions buttons that display in the tile depends on the status of the form. Click the **Add Form** button above the tiles to add a new form to the recipient. The Add New Form prompt displays and a tax form can be selected, and information entered in the form. See Forms.
13	Forms Toolbar	Contains the following action icons for the form: **NOTE:** The type of actions buttons that display in the form tile depends on the status of the form. **Delete Form:** Click to delete the form. Forms cannot be submitted once deleted. Forms in the cart or submitted and accepted cannot be deleted. See Deleting Forms. **Edit Form:** Click to open the Edit Form prompt. In the prompt can edit information in the tax form. Forms in the cart or submitted and accepted cannot be edited. See Editing Forms. **View Doc:** Click to generate a PDF draft of the tax form. See Previewing Forms.

# Click a number to return to image	Feature Name	Definition
		Add to Cart: Click to add the form to the cart where payment can be made and the tax form submitted. See Adding Forms to Cart. **Correction:** If a form has been submitted and rejected by the IRS because of an error, you can click this button to change the status of the form to "Draft". Once in the draft status, use the **Edit Form** to update the form. Next, add the form to the cart and resubmit the form. If a **Correction** action was mistakenly performed, click the **Revert** icon to revert the form back to "Accepted" status. **NOTE:** It is not possible to correct Form 1042-S or Form W-2C. See Correcting Forms. **IRS Negate:** If a wrong the form was submitted to the IRS or major errors were found after submission, click to negate the form. A negated form is zero-ed out. It can be added to the cart and submitted to the IRS to alert them that the form should be treated as negated. If an **IRS Negate** action was mistakenly performed, click the **Revert** icon to revert the form back to "Accepted" status. See Negating Forms. **Revert:** This icon only displays if the **Correction** or **IRS Negate** action was performed. Click to revert the form back to undo the correction or negation and change the status of the form back to "Accepted". See Correcting Forms. **Statements to Recipient:** This icon only displays if you selected to send recipients states of tax forms when you made payment and submitted forms to the IRS. Click to view information about the sent statements and resend email statements as necessary. See Sending Statements to Recipients.

# Click a number to return to image	Feature Name	Definition
		Reopen: This icon only displays if a form has failed the submission process or has been rejected by the IRS. Click to return the form to the draft state to edit the form and resubmit. See Reopening Forms. **Reset:** After an **IRS Negate** action is performed and the form is in “Accepted” status, the **Reset** action allows you start a new form with the required data. See Negating Forms. **Form History:** Click to the display the Correction History for Form prompt. In the prompt is a log of each time the form that was submitted to the IRS and/or state. Additionally, forms corrected using the **Correction** action display in the prompt. The form can be downloaded as a PDF and compare with previous versions of the form or the most recent version.
14	1099-Prep Announcements	Displays important announcements about 1099-Prep.

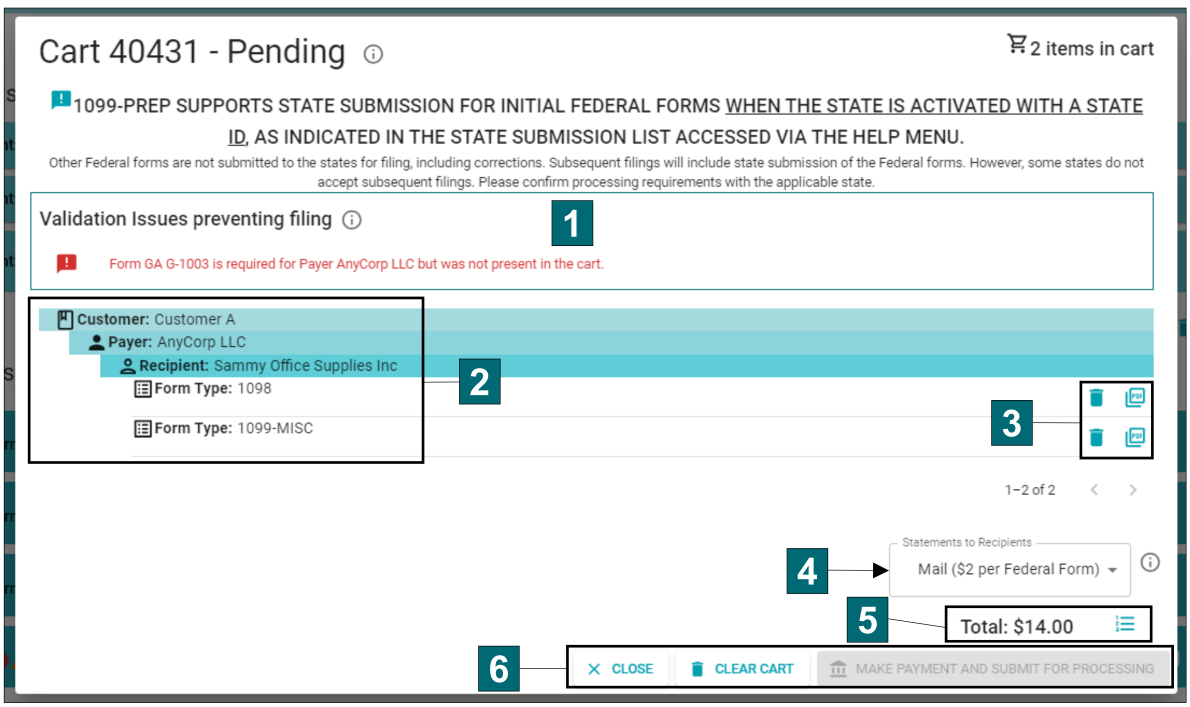
4.3 Cart

The Cart interface displays whenever you click **cart** icon: at the top of the Customer Dashboard. The Cart displays all federal and state tax forms added to the Cart by users. Forms in the cart can be checked out. Payment is processed during checkout, completed forms are submitted to federal and/or state entities.

The **empty cart** icon: displays if no tax forms have been added to the cart, otherwise the cart icon displays the number of tax forms added and ready for payment and submission (e.g.,).

Cart contents can be adjusted, tax forms previewed in PDF format, and you can enable or disable copies of tax forms to be mailed to recipients. Additionally, if 1099-Prep detected errors in fields of tax forms, a "Validation Issue" message displays with details about the errors in the form. Errors must be corrected before checkout.

Click a number in a box to navigate to a description of a feature in Cart.



See Cart and Payment for more information.

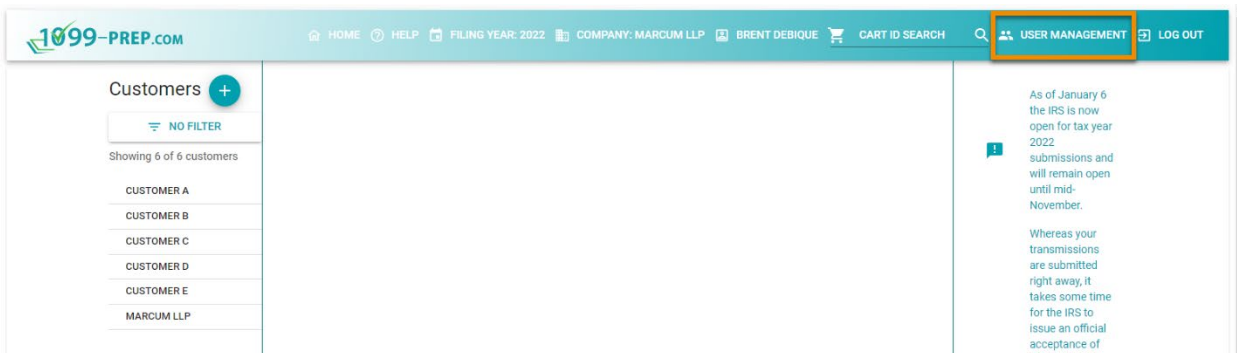
# Click a number to return to image	Feature Name	Definition
1	Validation Issues Panel	This panel displays if 1099-Prep detects errors in any form in the cart. Details about the issue are provided. See Cart Warnings.
2	Form Details	Lists customer, payer, and recipient information about each form in the cart.
3	Delete from Cart / View Doc	The following actions can be taken for each form in the cart: **Delete from Cart:** Click to delete the form from the cart. As necessary, the form can be added back to the cart from the Forms panel. **View Doc:** Click to generate a PDF draft of the tax form for review before payment and submission. See Cart Actions.
4	Statements to Recipients	Check this box to select whether tax form statements are mailed to the recipient. Options are: • **Email:** An email titled "Recipient Form" is sent to the recipients email address. The email contains a link to 1099-Prep, where the recipient can access tax statements. • **Mail:** Tax statements are mailed by 1099-Prep's mailing service to recipient address on the tax form. • **None:** Recipients are not sent copies of tax statements. See Sending Statements to Recipients.
5	Cart Total	Displays the total balance to be paid at time of submission. Click the **Detailed Cost** icon: to view a breakdown of costs by form and service.

# Click a number to return to image	Feature Name	Definition
6	Cart Actions	The following actions can be performed in the cart: • **CLOSE:** Click to the close the cart window. • **CLEAR CART:** Click to clear the cart of all forms. • **MAKE PAYMENT AND SUBMIT FOR PROCESSING:** Click to make a payment for forms in the cart and to complete the submission process. Once payment is made, forms are submitted to state and/or the IRS. See Cart Actions.

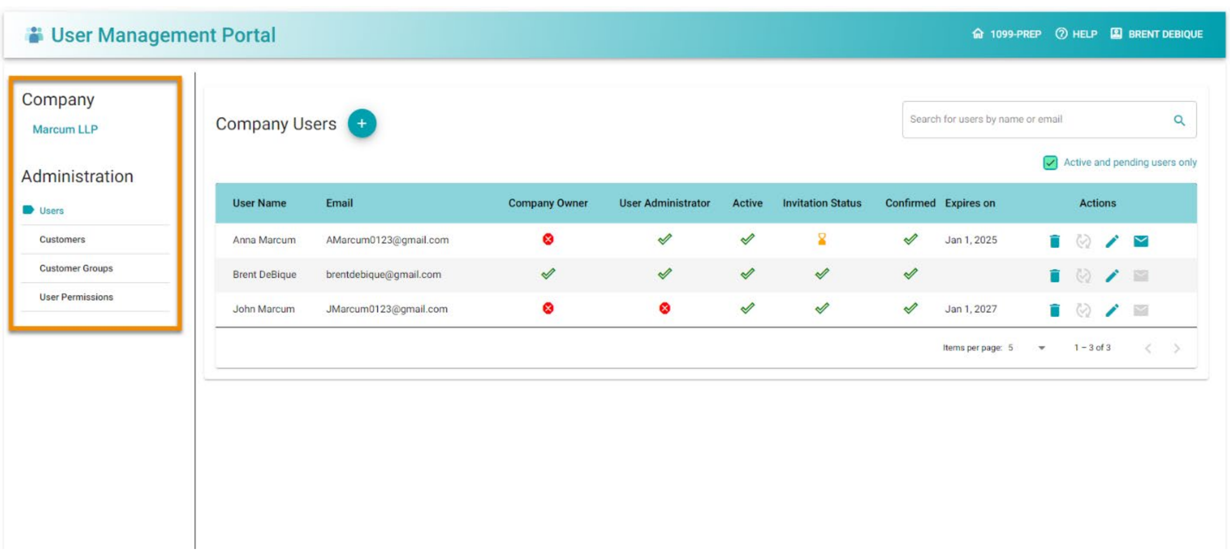
4.4 User Management Portal

The User Management Portal allows administrators of 1099-Prep to manage user profiles, customer profiles, customer groups, and user permissions.

Users with appropriate permissions can access User Management Portal from the Toolbar, anywhere in 1099-Prep. Users without permissions do not see the **User Management** button in the toolbar and cannot access User Management.



The name of your 1099-Prep Company displays in the left-side panel. Links to dashboards of administrative features display under **Administration** in the left-side panel.



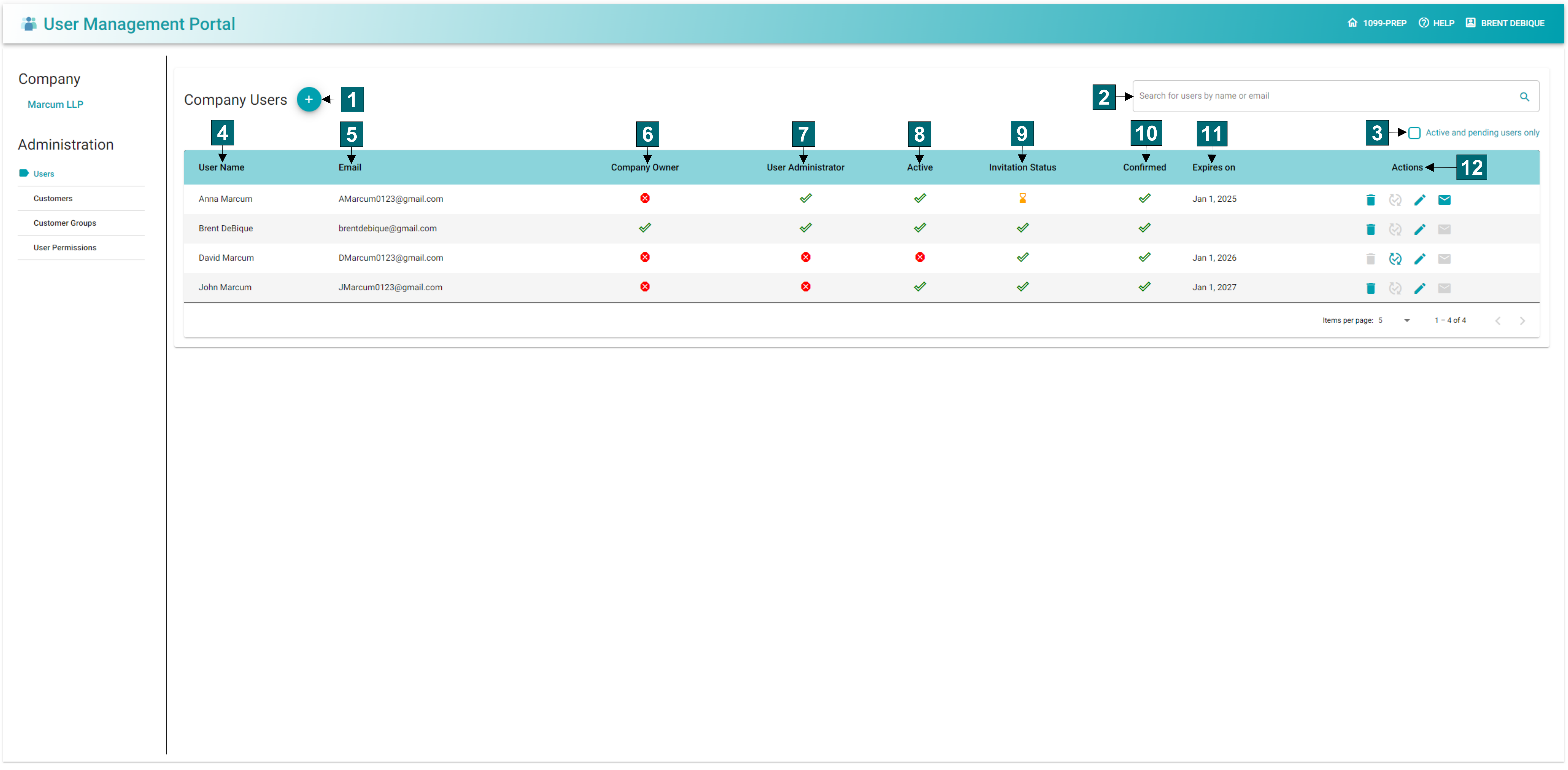
The sub-sections below show the interface of each dashboard in User Management and defines their features.

- Users
- Customers
- Customer Groups
- User Permissions.

4.4.1 Users

Click **Users** in the left-side panel of User Management to display the Users dashboard of your company profile. Users determine access to 1099-Prep and administrative privileges. Users are assigned to user groups. User groups then determine individual user access to customers, customer groups, and features of 1099-Prep (see User Groups (Permissions)). You can search for user by name and view their details. Actions on user accounts can be performed as necessary.

Click a number in a box to navigate to a description of that feature in the Users dashboard of User Management.



# Click a number to return to image	Feature Name	Definition
1	Add Company Users	Click to open the New User prompt. In the prompt you can add details about the user, select their roles, and account expiration date. When a new user is added, a notification is sent to the user's email address, which can be used to activate their account. **IMPORTANT:** Users must be granted permission to customer accounts to use features of the customer dashboard. See Adding Users.
2	User Search	Enter a username or email address in the field to search for that user. Users that match the text typed in this field display in the grid of the Users dashboard. See Searching and Filtering the Users.
3	Active and pending users only	Check this box to filter the grid of the dashboard to only display active users and users that have a pending activation invitation sent to their email. "Active" users are users whose account have not expired or been deactivated. See Searching and Filtering the Users.
4	User Name	Displays the name of the user.
5	Email	Displays the email of the user.
6	Company Owner	Displays if the user is assigned to the Company Owner role (✔). This can be edited using action buttons under the User Actions column. See Adding Users.
7	User Administrator	Displays if the user is assigned to the Administrator role (i.e., green checkmark). This can be edited using action buttons under the User Actions column. See Adding Users.

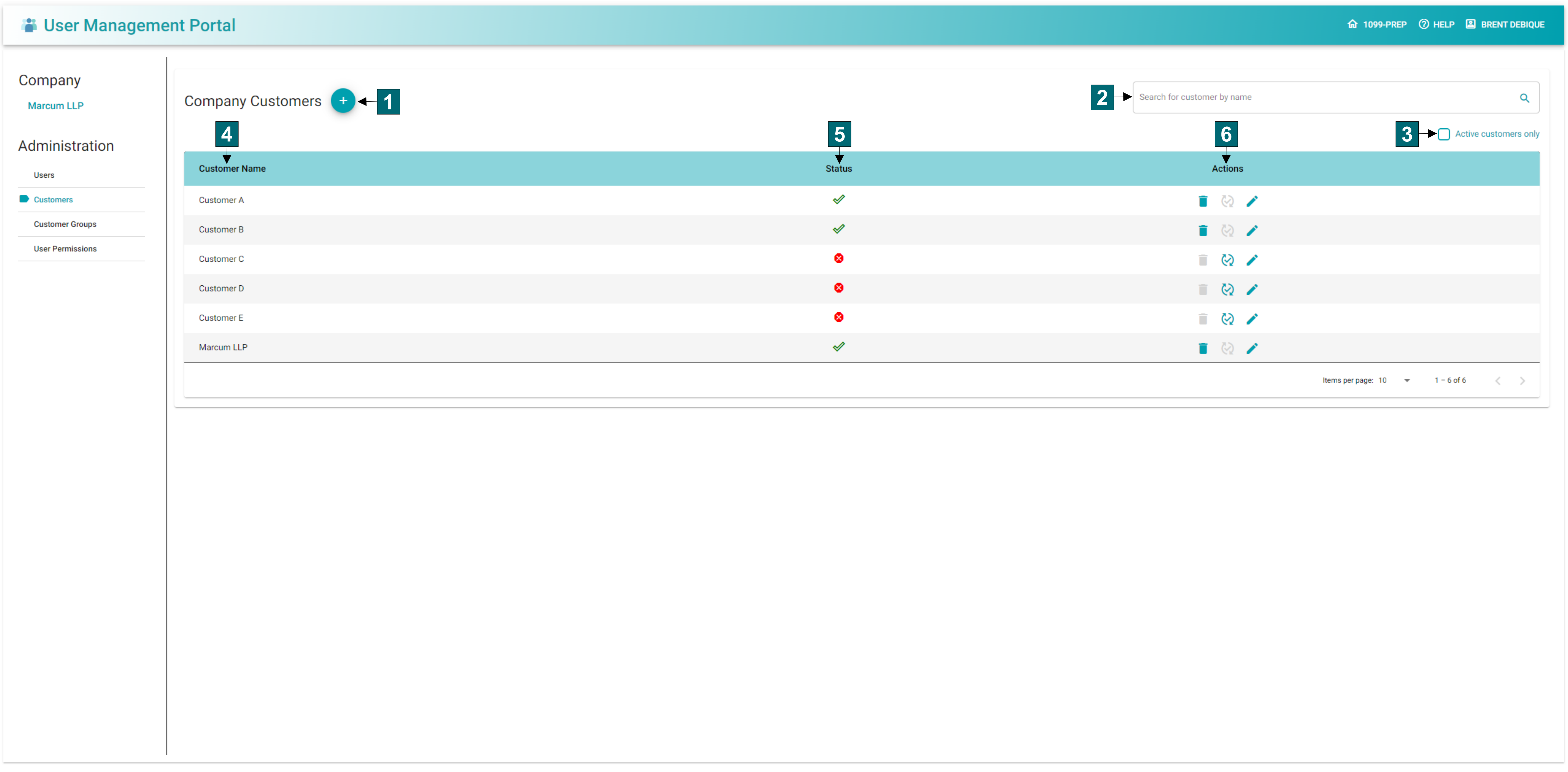
# Click a number to return to image	Feature Name	Definition
8	Active	Displays if the user account is active: or deactivated: . Deactivated users cannot log into 1099-Prep. This can be edited using buttons in the User Actions column. See Deactivating Users.
9	Invitation Status	Displays whether the user responded to the user invitation sent to their email address. If a user clicks the **accept** link in the email invitation, a green checkmark displays in this column. If the user has not responded to the invitation, the **Pending** hourglass icon: displays. Send a new invitation to the user's email address using the **Resend Invitation** action: in the User Actions column. See Adding Users.
10	Confirmed	Displays whether the user's registered email is confirmed as valid.
11	Expires on	If the user account has an expiration date, the date of the user account expires displays in this column.
12	User Actions	Contains the following actions buttons for the user account: **Deactivate User:** Click to deactivate the user's account. The user will not be able to log into 1099-Prep. See Deactivating Users. **Reactivate User:** Click to reactivate a deactivated user account. The user will have access to 1099-Prep.

# Click a number to return to image	Feature Name	Definition
		See Deactivating Users. **Edit User:** Click to edit the user account. The username, email, and roles can be changed. See Editing Users. **Resend Invitation:** Click to send a new email invitation to the user's email address. See Adding Users.

4.4.2 Customers

Click **Customers** in the left-side panel of User Management to display customers of your company profile. Users add payers, recipients, and forms to Customers, for tax filing. Users assigned to a customer account has permission to access the customer in the Customer Dashboard (see User Permissions). You can add customers and search for customers and view their details. Actions on customer profiles can be performed as necessary.

Click a number in a box to navigate to a description of that feature in the Customers dashboard of User Management.



# Click a number to return to image	Feature Name	Definition
1	Add Company Customers	Click to open the New Customer prompt. In the prompt you can enter the name of a customer and add the customer to 1099-Prep. Once a customer is added; payers, recipient, and forms can be added in the customer dashboard. Customers are automatically given a unique Maconomy ID. See Adding Customers.
2	Search Customers	Enter a customer name in the field to search for that customer. Customers that match the text typed in this field display in the grid of the Customers dashboard. See Searching and Filtering the Customers.
3	Active customers only	Check this box to filter the grid of the dashboard to only display active customers. “Active” customers are customers that have not been deactivated (i.e., can be used in the customer dashboard to file tax forms). See Deactivating Customers.
4	Customer Name	Displays customer names.
5	Status	Displays if the customer account is active: or deactivated: . Deactivated customers cannot be used in the Customer Dashboard to add payers, recipients, or forms. This can be edited using buttons in the Customer Actions column. See Deactivating Customers.

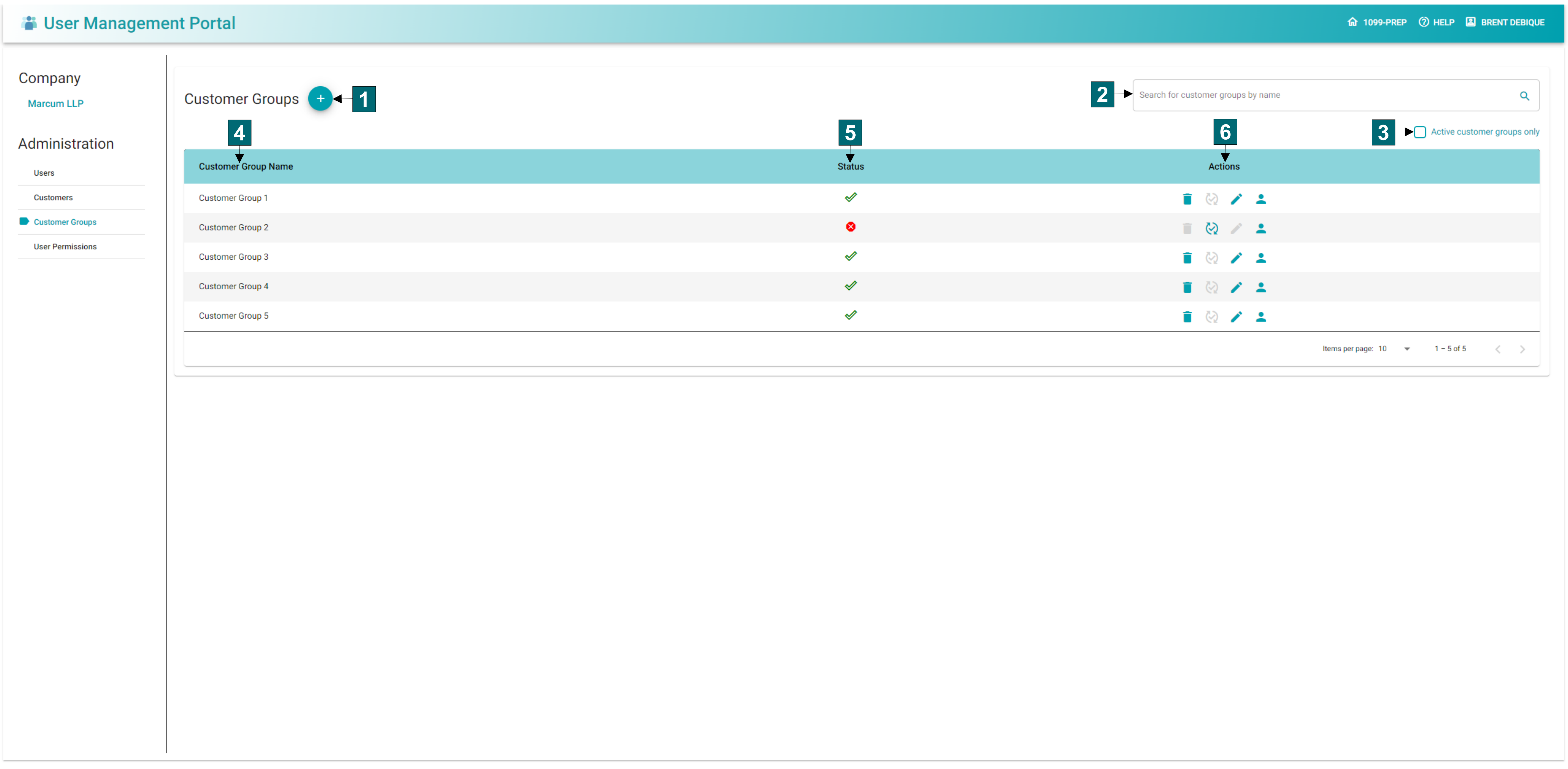
# Click a number to return to image	Feature Name	Definition
6	Customer Actions	**Deactivate Customer:** Click to deactivate the customer account. The customers cannot be used in the Customer Dashboard to add payers, recipients, or forms. See Deactivating Customers. **Reactivate Customer:** Click to reactivate a deactivated customer account. The customer can be used in the customer dashboard. See Deactivating Customers.

4.4.3 Customer Groups

Click **Customer Groups** in the left-side panel of User Management to display customers groups of your company profile. Customer groups are groups of customer accounts. Users assigned to customer groups have permission to access all customer accounts in the group from the Customer Dashboard (see User Permissions). You can add customer groups, search for customer groups, and perform actions on customer groups as necessary.

NOTE: Using Customer Groups are optional. If you chose to not use Customer Groups, users must be assigned to individual companies (see Customers in User Management).

Click a number in a box to navigate to a description of that feature in the Customer Groups dashboard of User Management.



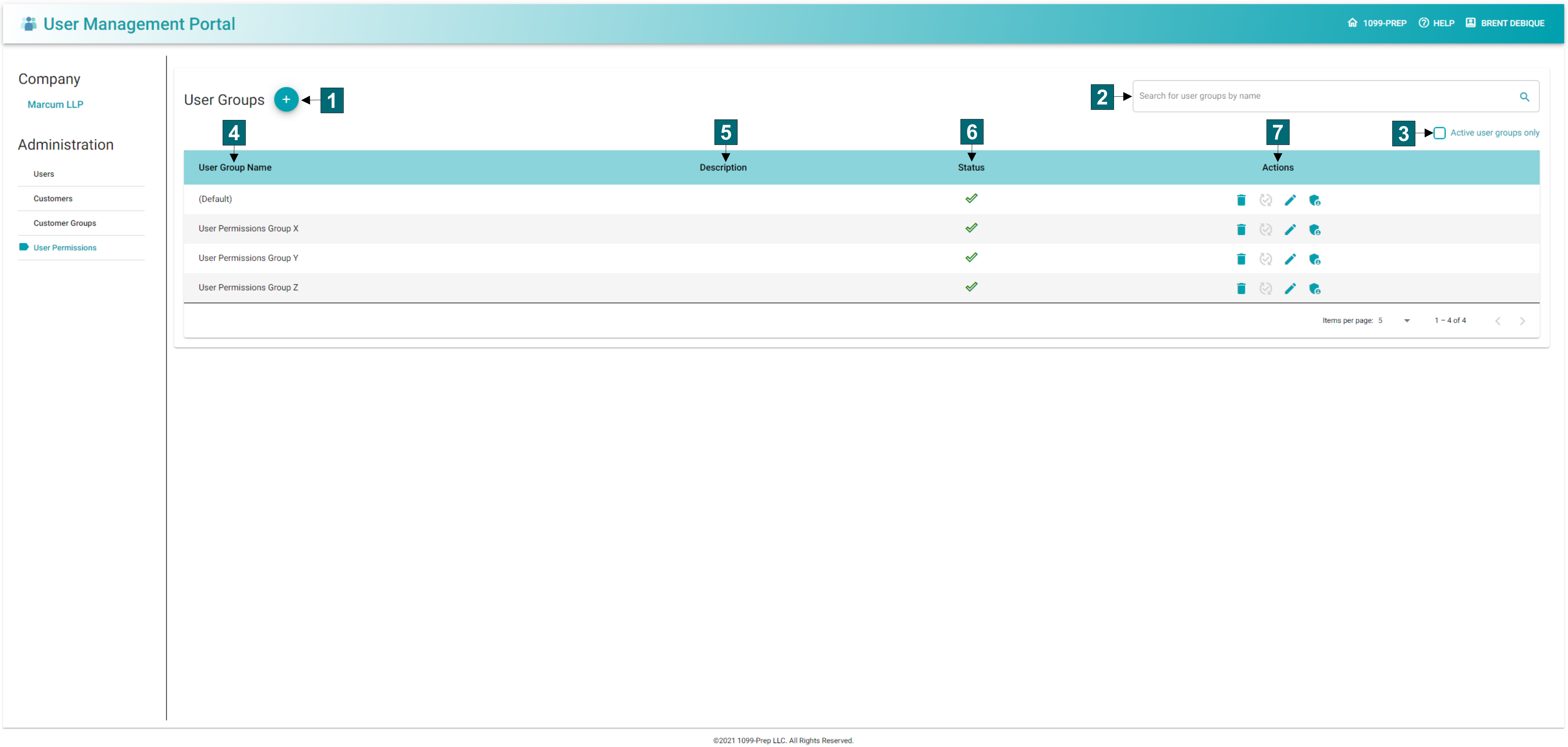
# Click a number to return to image	Feature Name	Definition
1	Add Customer Groups	Click to open the New Customer Group prompt. In the prompt you can enter the name of a customer group and add it to 1099-Prep. Once a customer group is added, you can add existing customers to the group using **Manage Customer Group** action in the Customer Group Actions column. Users with permissions to the customer group can access all customer accounts in the group from the Customer Dashboard. Users without permission to the group can only access customers they are specifically assign to in the User Group dashboard. See Adding Customer Groups.
2	Search customer Groups	Enter a customer group in the field to search for that group. Customer groups that match the text typed in this field display in the grid of the Customers Groups dashboard. See Searching and Filtering Customer Groups.
3	Active customer groups only	Check this box to filter the grid of the dashboard to only display active customer groups. “Active” customer groups are groups that have not been deactivated (i.e., users can access customer accounts of the group in customer dashboard). See Deactivating Customer Groups.
4	Customer Group Name	Displays customer groups names.
5	Status	Displays if the customer group is active: ✓ or deactivated: ⊗ . If a customer group is deactivated, users assigned to the group cannot access customer accounts in the group from the Customer Dashboard. This can be edited using action buttons in the Customer Group Actions column. See Deactivating Customer Groups.

# Click a number to return to image	Feature Name	Definition
6	Customer Group Actions	Contains the following actions buttons for the customer groups: **Deactivate Customer Group:** Click to deactivate the customer group. Users assigned to the group cannot access customer accounts in group from the Customer Dashboard. See Deactivating Customer Groups. **Reactivate Customer Group:** Click to reactivate a deactivated customer group. Users assigned to the group can access customer accounts in group from the Customer Dashboard. See Deactivating Customer Groups. **Edit Customer Group:** Click to edit the customer group. You can change the name of the customer group. See Editing Customer Groups. **Manage Customer Group:** Click to open a prompt that allows you to add and remove customers from the group. Users with permissions to the customer group can access all customer accounts in the group from the Customer Dashboard. Users without permission to the group can only access customers they are specifically assign to in the User Group dashboard. See Managing Customer Groups.

4.4.4 User Groups (Permissions)

Click **User Permissions** in the left-side panel of User Management to display user groups that determine individual user permissions. User Groups control the permissions of user accounts to customers and customer groups. Permissions determine what features users can use in 1099-Prep. You can add user groups, search for them, and view their details. Actions on user groups can be performed as necessary.

Click a number in a box to navigate to a description that feature in the User Permissions dashboard of User Management.



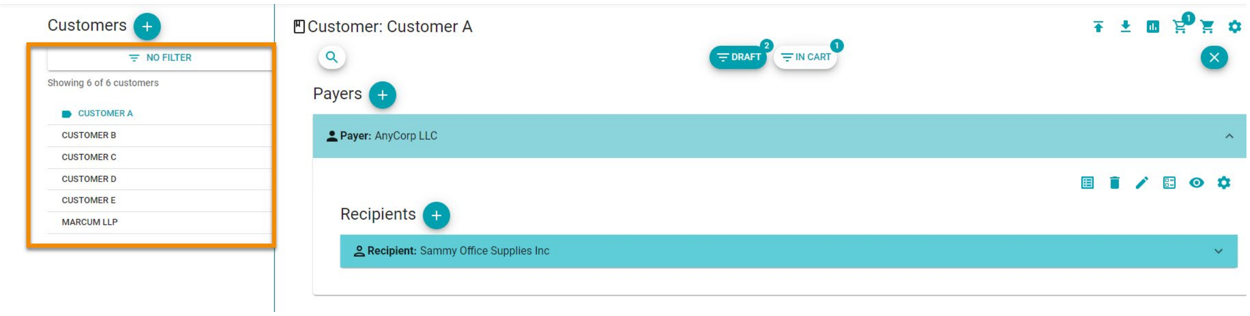
# Click a number to return to image	Feature Name	Definition
1	Add User Groups	Click to open the New User Group prompt. In the prompt you can enter the name of a user group, a description, and add it to 1099-Prep. Once a user group is added, you can add existing users to the group and company accounts or company groups using **Manage Permissions** action in the User Group Actions column. After adding users and companies to the user group, you can set what features in 1099-Prep users can use on companies in the customer dashboard. See Adding a User Group.
2	Search User Groups	Enter a user group in the field to search for that group. User groups that match the text typed in this field display in the grid of the User Permissions dashboard. See Searching and Filtering User Groups.
3	Active user groups only	Check this box to filter the grid of the dashboard to only display active user groups. "Active" user groups are groups that have not been deactivated (i.e., users can use 1099-Prep features on customer accounts in customer dashboard). See Deactivating User Groups.
4	User Group Name	Displays user groups names.
5	Description	Description of the user group. This is created when a user group added. Use the **Edit User Group** action to change this information.
6	Status	Displays if the user group is active: or deactivated: . If a user group is deactivated, users assigned to the group cannot use 1099-Prep features on customer

# Click a number to return to image	Feature Name	Definition
		accounts in the customer dashboard). This can be edited using action buttons in the User Group Actions column. See Deactivating User Groups.
7	User Group Actions	Contains the following actions buttons for the customer groups: **Deactivate User Group:** Click to deactivate the user group. Users in the group will not be able to use 1099-Prep features on customer accounts in the customer dashboard. See Deactivating User Groups. **Reactivate User Group:** Click to reactivate a deactivated user group. Users in the group can use 1099-Prep features on customer accounts in the customer dashboard. See Deactivating Customer Groups. **Edit User Group:** Click to edit the user group. You can change the name and description of the user group. See Editing User Groups. **Manage User Group:** Click to open the Manage User Permissions prompt. In the prompt you can add users, customer accounts, and customer groups to the user group. After adding users and companies to the user group, you can set what features in 1099-Prep users can use in companies accounts in the customer dashboard. See Managing Customer Groups.

5 Customers

Customers are used to organize Payers for a variety of purposes. If you have several sets of payers who fit into different categories, use customers to group them together.

The Customer Dashboard displays existing customers on the left-side panel.



How you use customers depends on your organization and your role in it:

- **Accounting Firms:** many accounting firms prefer to setup Customers with a one-to-one relationship with either their *Clients* or their *Engagements*, making it easier to group filings (and grant user access) based on how the firm will ultimately bill any work to the client.
- **Large Corporations:** corporations or other large organizations with multiple, distinct legal entities companies may find it convenient to setup Customers with a one-to-one relationship with their various legal *Entities* (and granting user access on a per-Entity basis).
- **Small Businesses:** If you are the owner of, or bookkeeper for, a small business, you will likely only use the default Customer that matches your Company name.

Sub-sections:

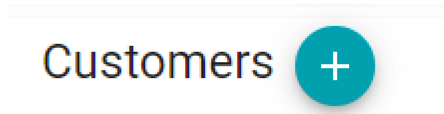
- Adding New Customers
- Searching for Existing Customers
- Deleting Customers
- Bulk Actions

NOTE: See Customer Dashboard for a map and definition of all features in the Customer Dashboard.

5.1 Adding New Customers

To add a customer:

1. Click the **+ icon** next to Customers on the upper left side.



2. After clicking the **+ icon**, you will be redirected to **User Management**.

Customers are added from User Management.

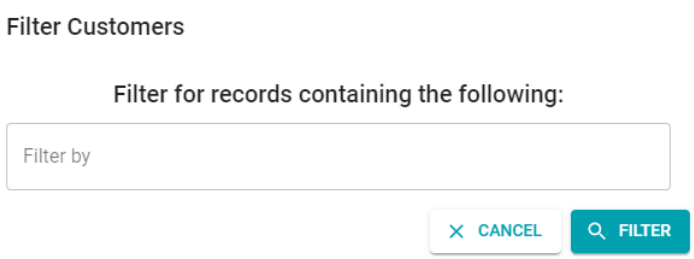
If your account has permission to access User Management, you can click the **USER MANAGEMENT** button in the 1099-Prep toolbar to access the User Management Dashboard.

5.2 Searching for Existing Customers

To search for an existing customer:

1. click NO FILTER

2. A dialog box will open to enter the **Customer Name or ID number.**
3. Enter the Customer name then click **FILTER.**

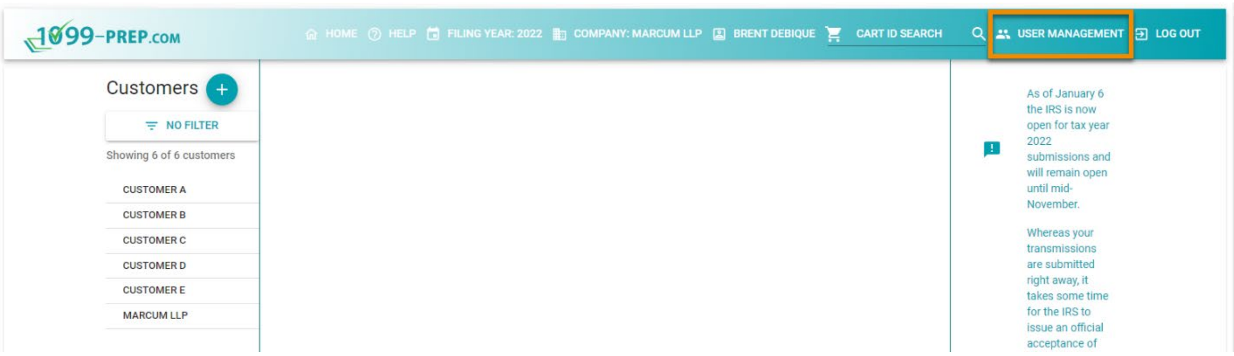


4. The left pane will be filtered.
5. Select the appropriate Customer. To clear the filter, select the × icon.

5.3 Deleting Customers

Customers are deleted from User Management.

If your account has permission to access User Management, you can click the **USER MANAGEMENT** button in the 1099-Prep toolbar to access the User Management Dashboard.



5.4 Bulk Actions

Bulk Actions are available to complete tasks for multiple Forms.

Click the **Gear icon** in the Customer toolbar to access bulk actions.

Available actions in the drop-down menu and their function are described below:

Action	Function
Delete Forms	Deletes all forms under Payers and Recipients in the customer account. **NOTE:** Forms can only be deleted if they are in “Draft” status.
Add	Adds all forms under Payers and Recipients to the cart.
Reopen	Reopen all Forms.

6 Payers

Payers are the entities paying the recipient and filing the 1099 Form. 1099-Prep.com allows multiple payers for each customer.

Use the Payer panel in the Customer Dashboard to track all the payers within a customer account, as well as to add, edit, or delete a Payer.

- **Accountants** using Customers to represent *Clients* generally create one Payer per Customer for single-entity clients, and multiple Payers when filing for multi-entity companies with multiple subsidiaries and legal entities (or when reporting payments from an individual owner rather than the company).
- **Large Corporations** using Customers to represent *Entities* will likely only create a single Payer entity per Entity. Alternatively, if entity-level access permissions are not required, creating all legal entities as Payers under a single Customer drastically simplifies the import process, as 1099-Prep.com allows for a bulk import of all transactions across multiple Payers (or entities, in this case) from a single import file.
- **Small businesses** preparing forms for their own company, only, will only need to create a single Payer representing the company itself. If an owner made any payments separate from those made by the company, you can create a separate Payer designated as an *Individual* rather than a *Company* (see below for more info).

Sub-sections:

- Adding Payers
- Payer Required Fields
- Payer Additional Required Fields for Form W-2 and 1042-S Filers
- Searching Payers
- Editing Payers
- Deleting Payers

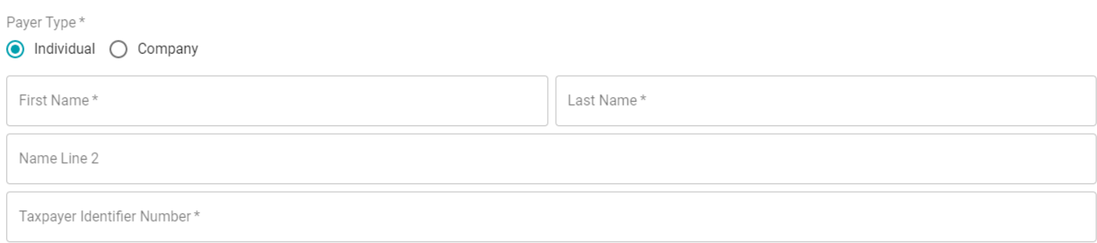
NOTE: See Customer Dashboard for a map and definition of all features in the Payers panel of the Customer Dashboard.

6.1 Adding Payers

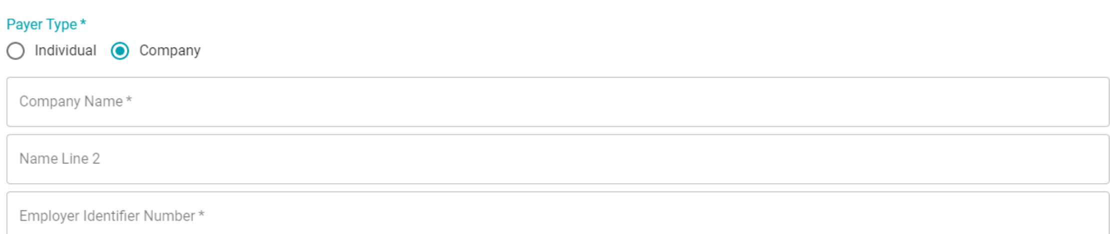
To add a Payer:

1. Navigate to the customer.
2. Click the **+ icon** next to Payers.

3. The **Add New Payer** dialog box will open.
4. Determine if the **Payer Type** is an **Individual** or a **Company**.
5. Select the **Individual** option if creating a Payer record for an individual. The fields under Payer Type will be specific to individuals.



6. Select the **Company** option if creating a Payer record for a business. The fields under Payer Type will be specific to businesses.

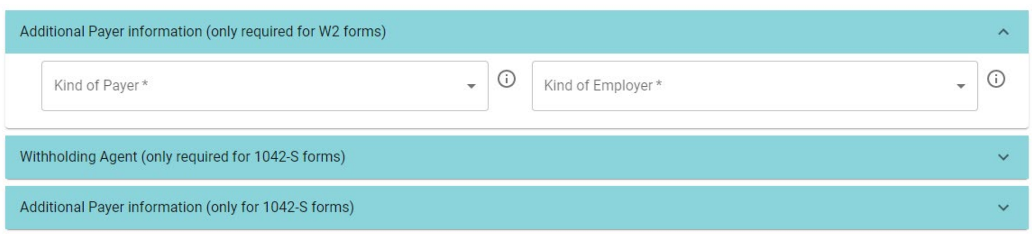


7. Determine if the Address Type is a US Address or a Foreign Address.

8. The address fields will update to include the Foreign State/Province/County, Foreign Postal Code, and Country if foreign address is selected.

9. Enter all **Contact Info**, as applicable, making sure to at least enter a **Phone number** (since it is a required field for all filings) and designate it as **Domestic** or **International**.

10. The remaining expandable sections at the bottom of the screen for **Additional Payer information** and **Withholding Agent** apply to Form W-2 and 1042-S filings only. Click the down-arrow ( ) to expand and complete any applicable section.



11. Click **SAVE** once you have verified that you have entered all required fields, indicated with an asterisk (*). Refer to the table on the next page for a list of all required Payer fields.

12. The new Payer will be displayed on the Payer dashboard upon saving.

6.2 Payer Required Fields

Please be sure to complete all required fields for Payers to produce valid form filings. Required fields are indicated in the below table with an asterisk (*).

Failure to complete required fields will result in errors either during data entry or at submission time.

Name	Description
Individual	Select this option if the Payer is an individual.
Company	Select this option if the Payer is a company.
First Name*	*Individual Only:* Type or confirm the Payer's first name.
Last Name*	*Individual Only:* Type or confirm the Payer's last name.
Tax Identifier Number*	*Individual Only:* Type or confirm the Payer's nine-digit Tax Identifier Number. The application will automatically insert the dashes.
Company Name*	*Company Only:* Type or confirm the Payer's company name.
Employer Identifier Number*	*Company Only:* Type or confirm the Payer's nine-digit Employer Identifier Number. The application will automatically insert the dash.
Name Line 2	This field is optional. If used, type or confirm the additional name.
US Address	Select this option if the address is a US address.
Foreign Address	Select this option if the address is a foreign address.
Address Line 1*	Type or confirm the street address.
Address Line 2	This field is optional. If you used, type or confirm the additional address.
City*	Type or confirm the city.
State*	*US Address Only:* Click the State dropdown menu. Select or confirm the appropriate state.

Name	Description
Zip*	*US Address Only:* Type or confirm the five-digit zip code. If the four-digit delivery route information code is needed or used, type or confirm the code. The application will automatically insert the dash.
Foreign State/Province/County/etc.	*Foreign Address Only:* Type or confirm the foreign state, province, county.
Foreign Postal Code	*Foreign Address Only:* Type or confirm the foreign postal code.
Country*	*Foreign Address Only:* Click the Country dropdown menu. Select or confirm the appropriate country.
Contact Info Name	Type or confirm the contact info's name.
Contact Info Email	Type or confirm the contact info's email.
Domestic Phone Number	Select this option if the phone number is a domestic number.
International Phone Number	Select this option if the phone number is an international number.
Phone Number*	Type or confirm the phone number. The number of digits will change if it is a domestic or international number.
Extension	Type or confirm the phone number extension.

* Required field

6.3 Payer Additional Required Fields for Form W-2 and 1042-S Filers

Payers filing Form W-2 and/or 1042-S require additional data entry sections at the bottom of the new Payer setup window. Some of these fields are required and will result in errors if not completed – these fields are indicated with an asterisk (*) in the below tables.

Additional Payer information (only required for W2 forms).

Name	Description
Kind of Payer*	Select the applicable payer type from the drop-down, which corresponds to the Payer's payroll filing type.
Kind of Employer*	Identify whether this Payer is a government, tax-exempt, or other type of organization.

Withholding Agent (only required for 1042-S forms)

Name	Description
12a Withholding Agent's EIN*	Enter the EIN of the Payer's Withholding Agent
12b Ch. 3 status code*	Select the appropriate Ch. 3 designation for the Withholding Agent
12c Ch. 4 status code*	Select the appropriate Ch. 4 designation for the Withholding Agent
12d Withholding agent's name*	Enter the name of the company or individual acting as W/H Agent
12e Withholding agent's GIIN	Enter the Withholding Agent's GIIN, if applicable
12f Country Code (withholding agent)*	Enter the country code for the Payer's Withholding Agent
12g Foreign tax ID number, if any	Enter the Withholding Agent's foreign tax ID number, if applicable
12h Address (number and street)*	Enter the number and street of the Withholding Agent's address
12i1 City or town*	Enter the city or town from the Withholding Agent's address

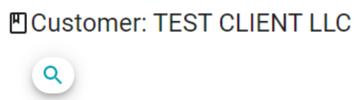
Name	Description
12i2 State or province	Enter the state or province from the Withholding Agent’s address, if applicable
12i3 Country*	Enter the two-letter country code for the Withholding Agent
12i4 Zip or foreign country code*	Enter the Withholding Agent’s U.S. Zip code or equivalent foreign postal code
W/H Agent’s Contact Name*	Enter a contact name for the Withholding Agent
W/H Agent’s Department Title*	Enter the department and title of the Withholding Agent contact
W/H Agent’s Contact Phone*	Enter a contact phone number for the Withholding Agent
W/H Agent’s Contact Extension	Enter the extension for the Withholding Agent contact, if applicable

Additional Payer information (only for 1042-S forms)

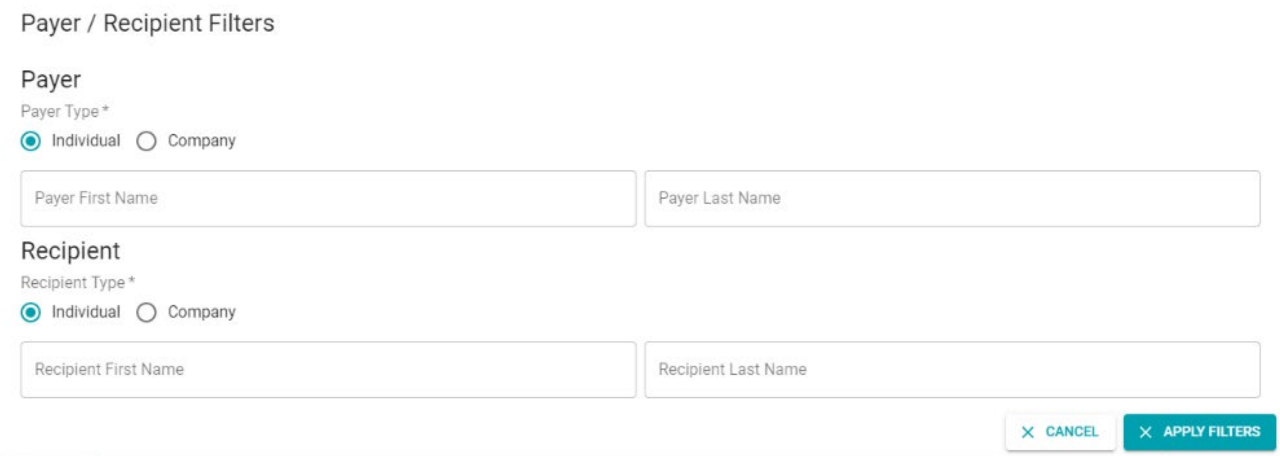
Name	Description
16c Payer’s GIIN	Enter the Payer’s GIIN, if applicable
16d Payer’s Ch. 3 Status Code	Select the appropriate Ch. 3 designation for the Payer, if applicable
16e Payer’s Ch. 4 Status Code	Select the appropriate Ch. 4 designation for the Payer, if applicable

6.4 Searching Payers

Use the **Advanced Search** to filter by Payer Name:



1. In the dialog box, select the **Payer Type** and enter the Payer name, or partial name.

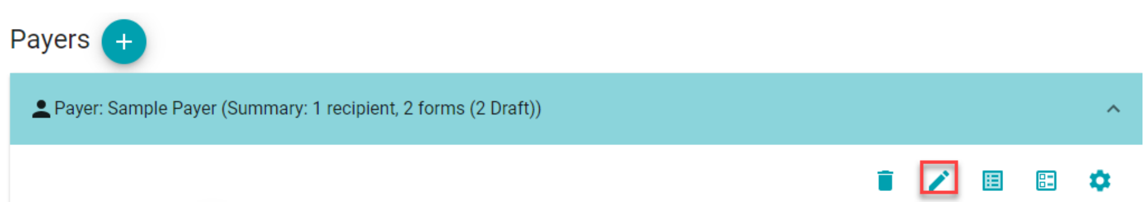


2. Select Apply Filters.
3. To clear the filter, select the icon.

6.5 Editing Payers

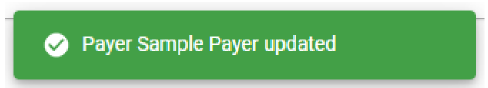
To edit a Payer:

1. Navigate to the Customer.
2. Click the **Down Arrow** on the right side to expand the associated Recipients list and reveal the Payers action items.
3. To edit the Payer, click on the **Pencil icon**.



4. The **Edit Payer** dialog box will open.
5. Edit the necessary fields.
6. Click **SAVE** and the Edit Payer dialog box will close.

7. After processing, a message will appear on the bottom right side indicating that the Payer was updated.

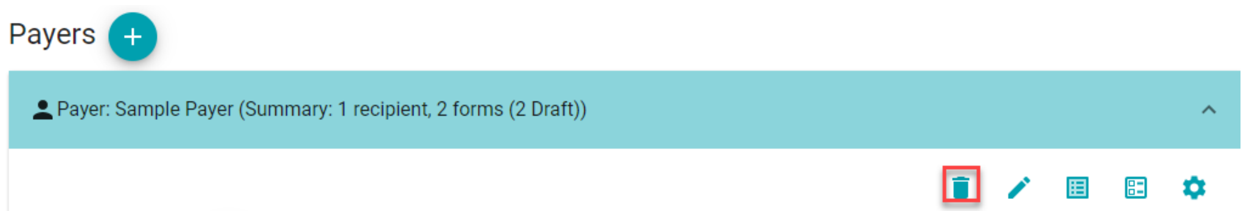


8. The Payer dashboard will display the updated Payer.

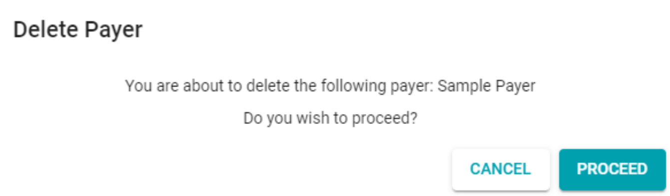
6.6 Deleting Payers

To delete a Payer:

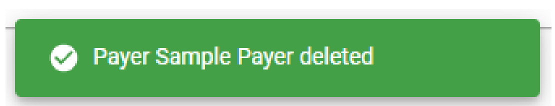
1. navigate to the Customer.
2. Click the **Down Arrow** on the right side to expand the associated Recipients list and reveal the Payers action items.
3. To delete the Payer, click on the **Trash can icon**.



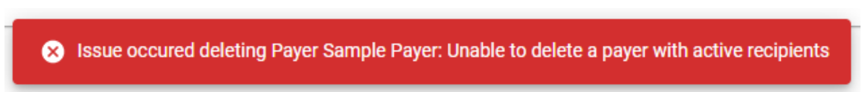
4. A Delete Payer confirmation dialog box will open to confirm before deleting.
5. Click **PROCEED** to continue.



6. The following message will display, and the Payer will be removed from the Payer section of the customer account.



NOTE: Payers with active Recipients cannot be deleted. All Recipients must be deleted before deleting a Payer. The following message will appear if there is an active Recipient.



7 Recipients

Recipients are the people or businesses who received payments throughout the year from the Payer. Generally, recipients are *vendors* of goods and services and *non-employee contractors*. Multiple Recipients may exist for each Payer.

Use the Recipient panel in the customer dashboard to track all recipients for a given payer, as well as to add, edit, or delete recipients as part of processing 1099 series and other forms.

IMPORTANT: Form 1098 and Form 1098-C are different from the other forms. The recipient is required to file these forms instead of the payer. To file these forms correctly, note the following:

- Recipients of mortgage interest required to file Form 1098 should set themselves up as *Payers* in 1099-Prep.com and the payers of the mortgage interest as recipients.
- Tax-exempt organizations receiving non-cash charitable contributions reported on Form 1098-C should set themselves up as payers in 1099-Prep.com and the donors as recipients.

Sub-sections:

- Adding Recipients
- Recipient Required Fields
- Searching Recipients
- Editing Recipients
- Deleting Recipients

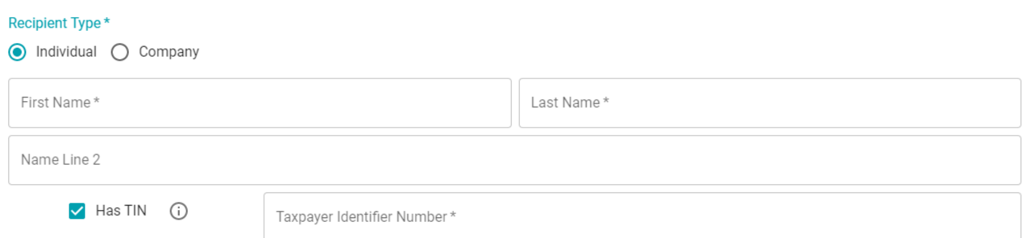
NOTE: See Customer Dashboard for a map and definition of all features in the Recipients panel of the Customer Dashboard.

7.1 Adding Recipients

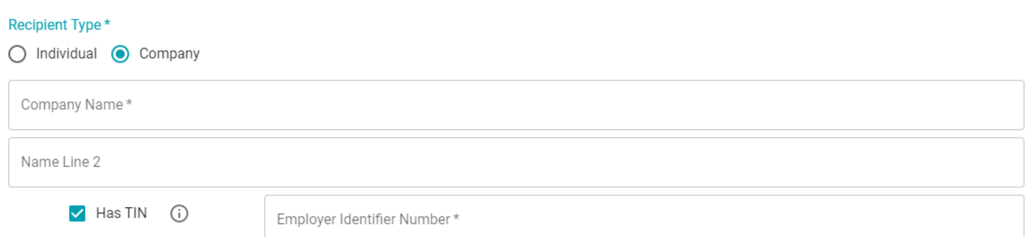
To add a Recipient:

1. Navigate to the Payer.
2. Click the **+ icon** next to Recipients.

3. The **Add New Recipient** dialog box will open.
4. Determine if the **Recipient Type** is an **Individual** or a **Company**.
5. Select the **Individual** option if creating a Recipient record for an individual. The fields under Recipient Type will be specific to individuals.



6. Select the **Company** option if creating a Recipient record for a business. The fields under Recipient Type will be specific to businesses.



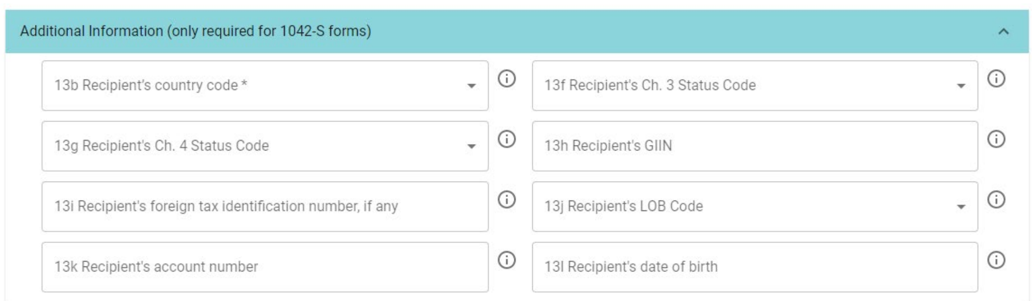
7. Determine if the **Address Type** is a US Address or a Foreign Address.

8. The address fields will update to include the Foreign State/Province/County, Foreign Postal Code, and Country if foreign address is selected.

9. If applicable, complete the **Contact Info** section, making sure to indicate whether the Phone Number Type is Domestic or International.

   IMPORTANT: If you wish to send statements to recipients when you submit tax forms to the IRs from the cart, you must enter a valid email in the **Email** field (see Sending Statements to Recipients).

10. If Form 1042-S applies to this Recipient, click the down arrow ( ) to expand and complete the **Additional Information (only required for 1042-S forms)** section.



11. Click **SAVE** once you have verified that you have entered all required fields, indicated with an asterisk (*).

    NOTE: Refer to the table in the Recipient Required Fields section for a list of all required Recipient fields.

7.2 Recipient Required Fields

Please be sure to complete all required fields for Recipients to produce valid form filings. Required fields are indicated in the below table with an asterisk (*). Fields required for Form 1042-S, only, are indicated with a double-asterisk (**).

Failure to complete required fields will result in errors either during data entry or at submission time.

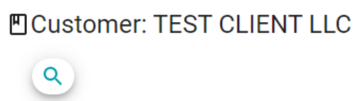
Name	Description
Individual	Select this option if the Recipient is an individual.
Company	Select this option if the Recipient is a company.
First Name*	*Individual Only:* Type or confirm the tax Recipient's first name.
Last Name*	*Individual Only:* Type or confirm the tax Recipient's last name.
Tax Identifier Number*	*Individual Only:* Type or confirm the tax Recipient's nine-digit Tax Identifier Number. The application will automatically insert the dashes.
Company Name*	*Company Only:* Type or confirm the tax Recipient's company name.
Employer Identifier Number*	*Company Only:* Type or confirm the tax Recipient's nine-digit Employer Identifier Number. The application will automatically insert the dash.
Name Line 2	This field is optional. If used, type or confirm the additional name.
US Address	Select this option if the address is a US address.
Foreign Address	Select this option if the address is a foreign address.
Address Line 1*	Type or confirm the street address.
Address Line 2	This field is optional. If you used, type or confirm the additional address.
City*	Type or confirm the city.

Name	Description
State*	*US Address Only:* Select or confirm the appropriate U.S. State.
Zip*	*US Address Only:* Type or confirm the five- or nine-digit U.S. Zip code. The system will automatically add a dash, if applicable.
Foreign State/Province/County/etc.	*Foreign Address Only:* Type or confirm the foreign state, province, county.
Foreign Postal Code	*Foreign Address Only:* Type or confirm the foreign postal code.
Country*	*Foreign Address Only:* Click the Country dropdown menu. Select or confirm the appropriate country.
Contact Info Name	Type or confirm the contact info's name.
Contact Info Email	Type or confirm the contact info's email.
Domestic Phone Number	Select this option if the phone number is a domestic number.
International Phone Number	Select this option if the phone number is an international number.
Phone Number	Type or confirm the phone number. The number of digits will change if it is a domestic or international number.
Extension	Type or confirm the phone number extension.
13b Rec.'s country code**	*Form 1042-S recipients only:* Enter the recipient's two-letter country code.
13f Rec.'s Ch. 3 Status Code	*Form 1042-S recipients only:* Enter recipient's Ch. 3 status, if applicable.
13g Rec.'s Ch 4 Status Code	*Form 1042-S recipients only:* Enter recipient's Ch. 4 status, if applicable.
13h Recipient's GIIN	*Form 1042-S recipients only:* Enter recipient's GIIN, if applicable.
13i Rec.'s foreign tax ID #	*Form 1042-S recipients only:* Enter recipient's foreign tax ID #, if applicable.

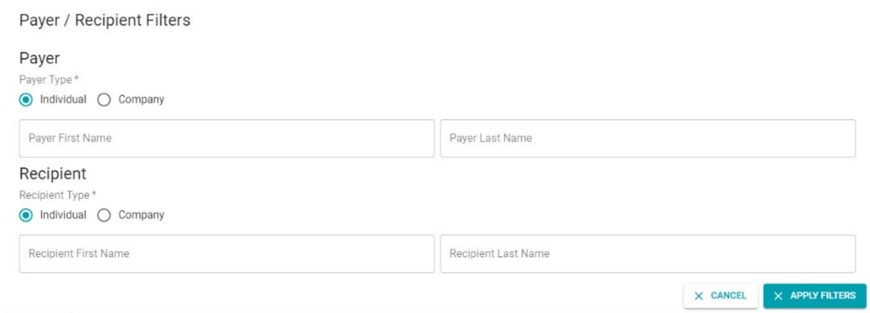
Name	Description
13j Recipient's LOB Code	*Form 1042-S recipients only:* Enter recipient's LOB Code, if applicable.

7.3 Searching Recipients

Use the **Advanced Search** to filter by Recipient Name.



1. In the dialog box, select the **Recipient Type** and enter the Payer name, or partial name.



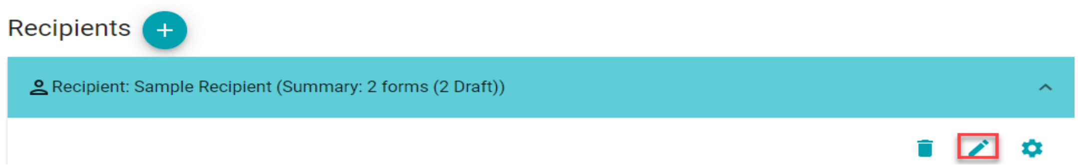
2. Select Apply Filters.

3. To clear the filter, select the icon.

7.4 Editing Recipients

To edit a Recipient:

1. Navigate to the Payer.
2. Click the **Down Arrow** on the right side to expand the associated Forms list and reveal the Recipients action items.
3. To edit the Recipient, click on the **Edit** icon: .

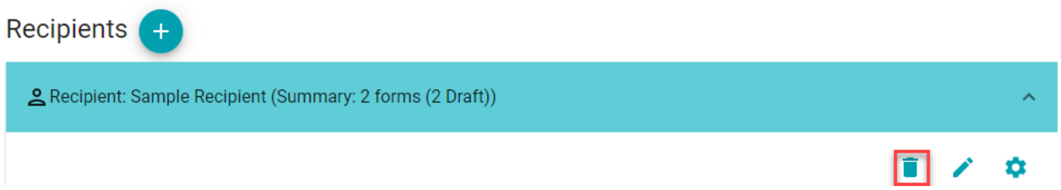


4. The **Edit Recipient** dialog box will open.
5. Edit the necessary fields.
6. Click **SAVE** and the Edit Payer dialog box will close.
7. After processing, a message will appear on the bottom right side that the Recipient was updated.
8. The Recipient dashboard will display the updated Recipient.

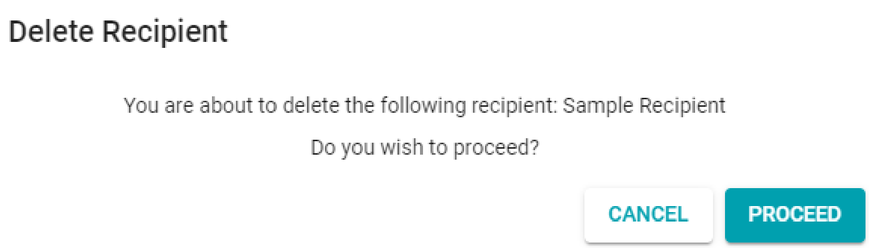
7.5 Deleting Recipients

To delete a Recipient:

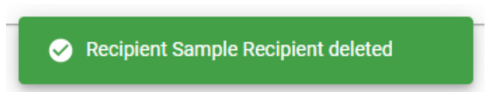
1. Navigate to the Payer.
2. Click the **Down Arrow** on the right side to expand the associated Forms list and reveal the Recipients action items.
3. To delete the Recipient, click on the **Trash can icon**.



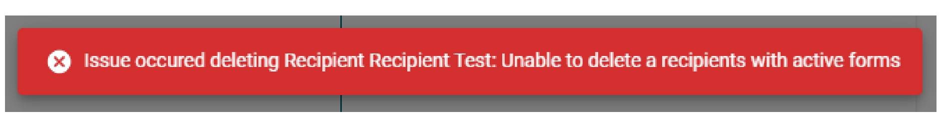
4. A Delete Recipient confirmation dialog box will open to confirm before deleting.
5. Click **PROCEED** to continue.



6. The following message will appear and the Recipient will no longer be displayed on the Recipient dashboard.



NOTE: Recipients with active Forms cannot be deleted. All Forms must be deleted before deleting a Recipient. The following message will appear if there is an active Form.



8 Forms

1099-Prep.com supports multiple Forms, reflecting the various types of payments payers make to recipients. Multiple forms may be filed for each recipient, as needed.

Use the Forms panel in the Customer Dashboard to track all forms, as well as add, edit, or delete Forms.

NOTES:

- See Customer Dashboard for a map and definition of all features in the Forms panel of the Customer Dashboard.
- See Appendix A: Supported Federal Tax Form Definitions for supported federal forms.
- See Appendix B: Federal Forms for State Submissions state reconciliation forms.

Sub-sections:

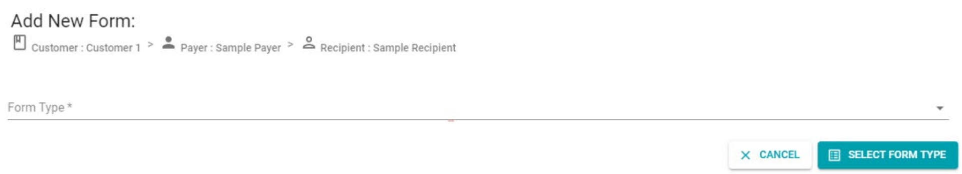
- Adding and Preparing Forms
- Editing Forms
- Multi-Unit Forms
- Filtering by Form Status
- Previewing Forms
- Deleting Forms
- Correcting Forms
- Negating Forms
- Reopening Forms
- Viewing Form History
- Viewing Statements to Recipients
- Form Alerts

8.1 Adding and Preparing Forms

To add a Form to be filed for a Recipient:

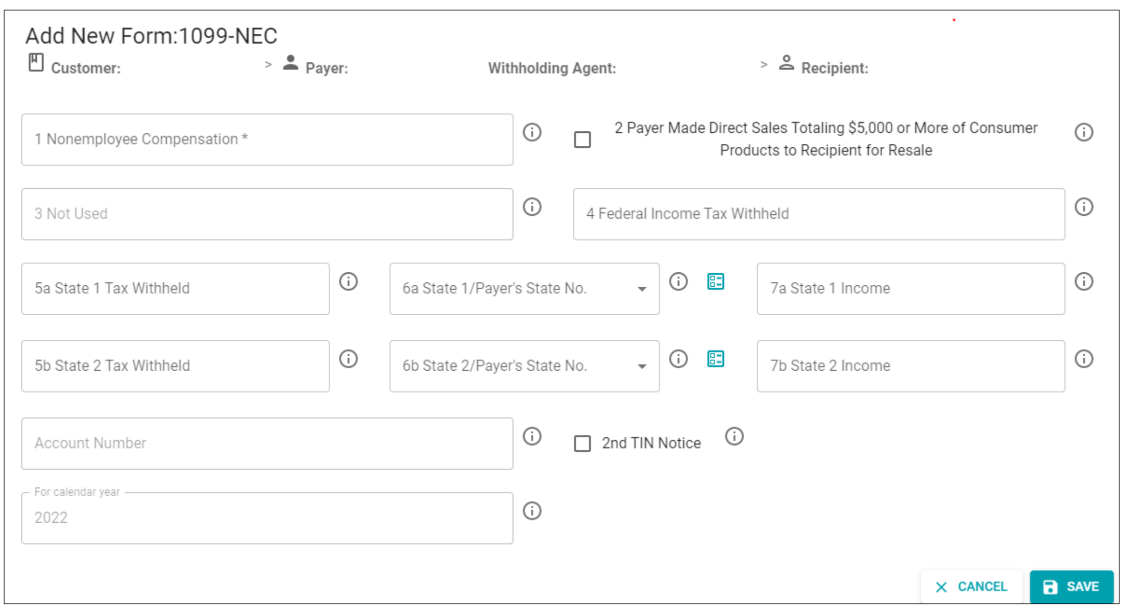
1. Navigate to the Recipient.
2. Click the **+ icon** next to Forms.

3. The **Add New Form** dialog box will open.
4. Use the **Form Type** drop down to select the Form to add.



5. Click **SELECT FORM TYPE**.
6. The Add New Form dialog box will open.
7. The new dialog box will display fields associated with the lines on the Form.

   Below is example showing the **Form 1099-NEC** data entry and review window:



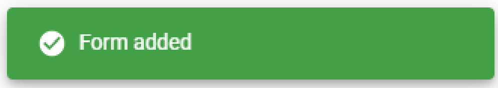
8. Enter amounts associated with the Form.

   NOTE: Some tax form fields have icons next to them that allow you to add pre-configured information to the field (i.e., 1042-S and W-2 forms). Pre-configured information is typically set from the payer or recipient profiles using the **Edit** icon: .

   Pre-configured fields are:

- **Manage State** icon: Click to add pre-configured state information to the field (see Manage State Accounts).
- **Manage Recipient** icon: Click to add pre-configured recipient information to the field (see Recipient Required Fields).
- **Manage Payer / Manage Withholding Agent** icon: Click to add pre-configured payer information to the field (see Payer Additional Required Fields for Form W-2 and 1042-S Filers).

9. Click **SAVE.** Upon saving, the following message will appear if it was successfully added.



10. The form will appear in the list with **Draft** status, as with all newly created forms.

Once forms ae completed, you can them to the cart for payment and submission (see Adding Forms to the Cart).

8.2 Editing Forms

To edit a Form to be filed for a Recipient:

1. Navigate to the Recipient.
2. To edit the Form, click the **Edit** icon.

3. The **Edit Form** dialog box will open.
4. Edit the necessary fields.
5. Click **SAVE** and the Edit Form dialog box will close.
6. After processing, a message will appear on the bottom right side indicating that the Form was updated.

8.3 Multi-Unit Forms

IRS rules do not allow the most popular forms to have multiple units from the same Payer to the same Recipient (e.g., forms 1099-NEC and 1099-MISC). There are exceptions for several types of forms, and these exceptions are to avoid erroneous duplicate filings.

Form types that do allow multiple units require each unit to have a unique value in particular fields.

While you may create multiple units from the same Payer to the same recipient for any of the following forms, you must enter a unique value for each in the boxes specified, below.

Form	Box Description
1042-S	Income Code (1) Ch3 Exemption Code (3a) Ch3 Tax Rate (3b) Ch4 Exemption Code (4a) Ch4 Tax Rate (4b) Intermediary Ch. 3 status code (15b) Intermediary Ch. 4 status code (15c) Intermediary or flow-through entity's name (15d)
1098	Address or Description of Property Securing a Mortgage (8a – 8g)
1098-C	Vehicle or Other Identification Numbers (3)
1099-B	Short or Long-term Gain or Loss (2a – 2b)
1099-C	Identifiable Event Code (6)
1099-DIV	Foreign Country or US Possession (8)
1099-INT	Foreign country or US Possession (7)
1099-K	Gross amount of payment card/third party network transactions (1a)
1099-OID	Description (7a – 7d)
1099-R	Distribution Code (7a1 – 7a2)
1099-S	Property Address or Legal Description (3a – 3c)

Form	Box Description
3921	Date option granted (1) Date option exercised (2) Exercise price per share (3) Fair market value per share on exercise date (4) No. of shares transferred (5) If other TRANSFEROR, name, address, and TIN of corporation whose stock is being transferred (6)
W-2G	Date Won (2) Type of Wager (3a) Wager Description (3b)

8.4 Filtering by Form Status

Filter by **Form Status** to view only payers and recipients with forms in the selected status.

1. More than one **Form Status** can be selected at a time.
2. To clear the filters, select the icon.

8.5 Previewing Forms

To view the Form to be filed for a Recipient:

1. Navigate to the Recipient.
2. To view the PDF, click the **PDF icon.**

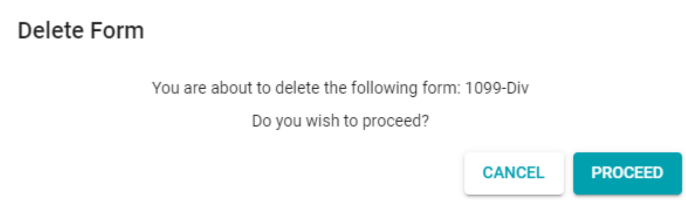
3. A PDF file will be downloaded to your browser.
4. The file will automatically be saved on your **Downloads** folder.
5. Open the file to review.

8.6 Deleting Forms

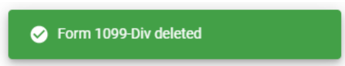
To delete a Form:

1. Navigate to the Recipient.
2. To delete a Form, click on the **Trash can icon**.

3. A Delete Form confirmation dialog box will open to confirm before deleting.
4. Click **PROCEED** to continue.



5. The following message appears, and the form is removed from the forms section.



NOTE: Forms may not be deleted once submitted.

8.7 Correcting Forms

Once a form has been accepted, revisions to form data, such as an incorrect amount, code, or checkbox, can be made by filing a corrected form.

For changes to the payer or recipient and incorrectly filed forms, see Negating Forms.

The **Edit** icon: will allow you to edit a payer, recipient, and form if necessary.

If any incorrect data was processed and accepted, you can reopen the form and make corrections. The steps below will guide you in creating a corrected form.

1. Go to the dashboard and locate the form that has been accepted.
2. Click the **Check** icon: to correct the form.
3. Click the **Edit** icon: to edit the form and save your changes.
4. The ‘Corrected’ box will be checked on the form.
5. The corrected form can now be added to the cart and resubmitted.
6. If the correct icon is mistakenly selected, click the **Revert** icon to return the form to accepted status.

NOTE: It is not possible to correct Form 1042-S or Form W-2C.

8.8 Negating Forms

If the wrong tax form was submitted to the IRS and accepted, you can negate the form and send the correct tax form. Additionally, you can negate a form if a change needs to be made to the payer or recipient information.

You must wait for the negated form to be accepted by the IRS to edit the payer or recipient information and submit a new form. If other form fields needs to be updated, see Correcting Forms.

The steps below will guide you in creating a negated form.

1. Go to the dashboard and locate the form is in the "Accepted" status.
2. Click the **Minus icon** to negate the form.
3. Add the negated form to the cart and submit.
4. Once the negated form has been accepted, click the **Reset icon** to restore the form.
5. Click the **Edit icon** to edit the form and save your changes.

The form can now be added to the cart and resubmitted.

NOTE: It is not possible to negate Form 1042-S or Form W-2C.

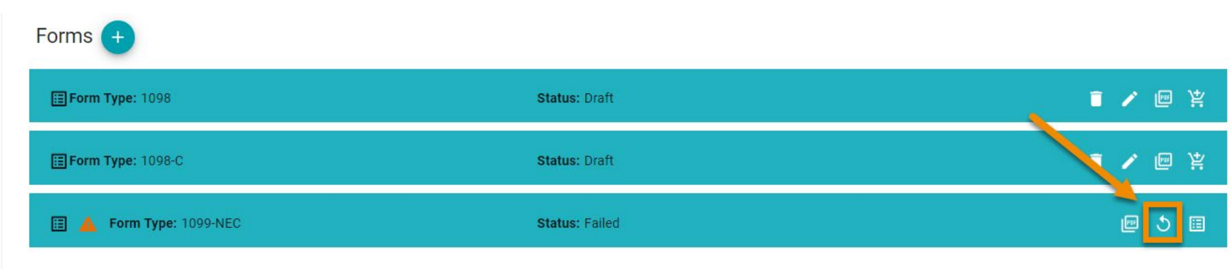
8.9 Reopening Forms

If a form is rejected by the IRS or the form fails submission to the IRS because of a validation issue, you can use the **Reopen** icon: to return the form to the "Draft" status and edit the form to resolve the failure or rejection.

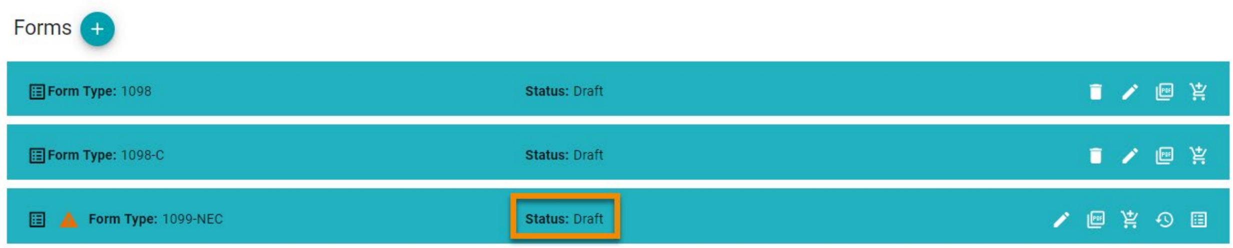
NOTE: See Submission Process and Status for more information rejected and failed submission.

To reopen the form:

1. Expand the recipient tile of a payer to display the recipient's forms.
2. Click the **Reopen** icon: in the form tile that was rejected or failed submission.



The status of the form changes to "Draft" and the form can be edited to resolve the issue (see Editing Forms).



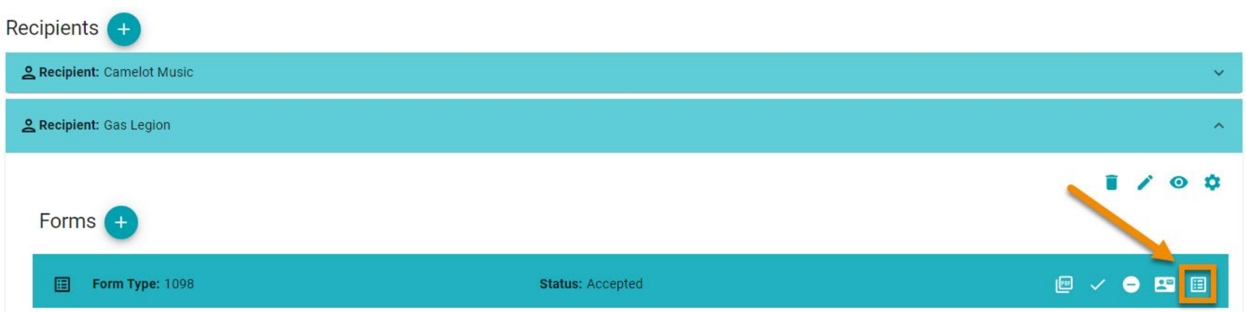
8.10 Viewing Form History

If you submitted a form to the IRS and/or state multiple times, view your previously submitted versions of the form using Form History.

NOTE: Forms are generally submitted multiple times when a correction or negation needs to be made to a tax form.

To access a form's history:

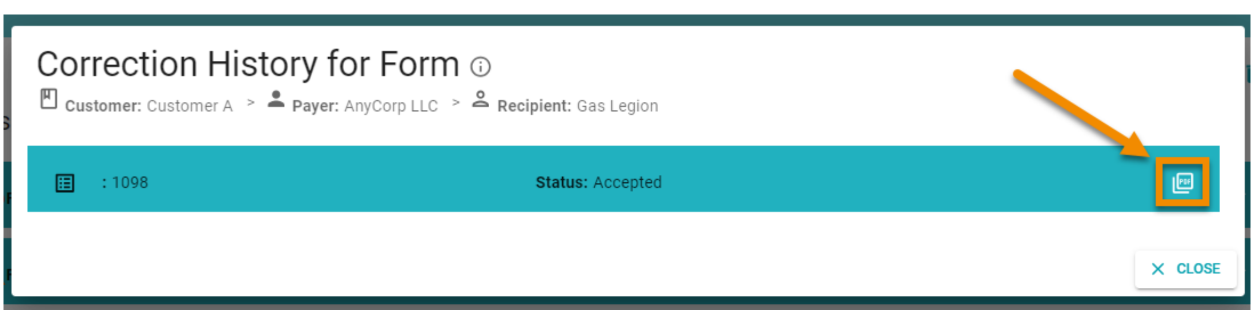
1. Expand the recipient tile of a payer to display the recipient's forms.
2. Click the **Form History** icon: in the form tile.



The Correction History for Form prompt displays. All previous submissions of the form display in the prompt.

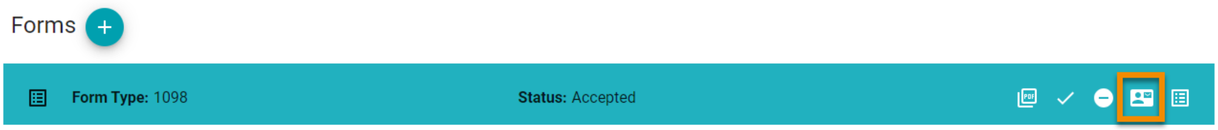
NOTE: The most recent submission of the form always displays in the prompt, even if there are no other versions.

Click the **View Doc** icon: in the prompt to open a PDF version of a submitted form and view its information.



8.11 Viewing Statements to Recipients

If you selected to send statements of tax forms to recipients when making payment, you can view information about the recipient's statement by clicking the **Statements to Recipient**s icon: in a form tile.



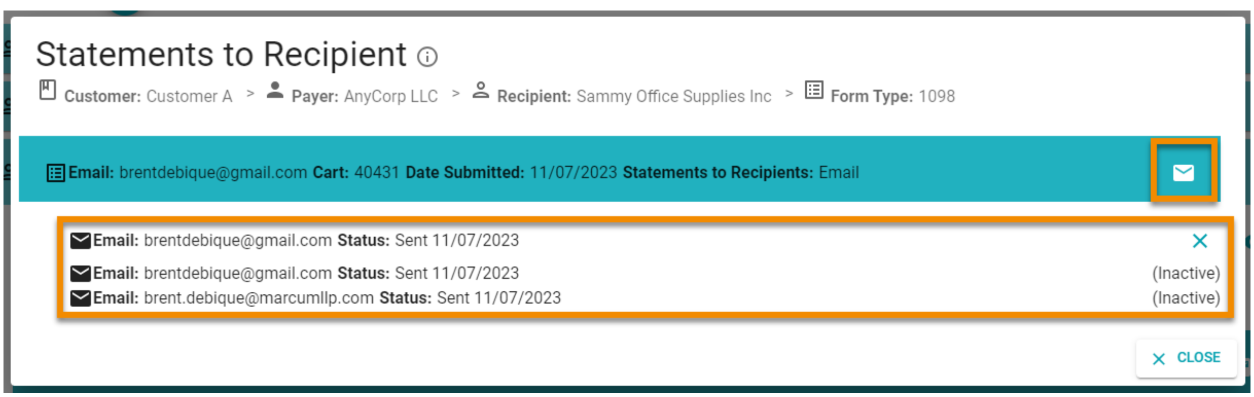
The Statements to Recipient prompts opens. Information about the submission of statements to recipients is listed in the prompt.

Each time an email was sent to the recipient is listed in the prompt.

"Inactive" displays in-line with an email address when the link to access recipient forms is no longer valid. "Inactive" emails and cannot be used by recipients to access statements in 1099-Prep.

Use the **Resent Email** icon: to send another email to the recipient's email address. Links in previous emails become inactive when you resend emails.

Click the icon in-line with an email address to make the email "Inactive".



IMPORTANT:

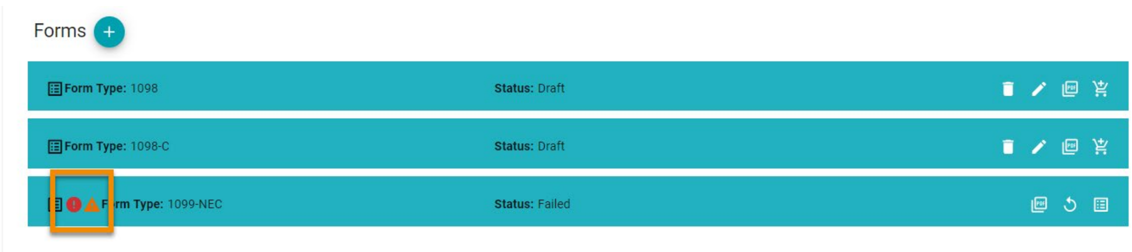
- Emails can only be resent 3 times. After the third resend, a message displays indicating no more emails can be resent.
- If you edit a recipients email address after sending a statement, previous emails send will become "Inactive". All emails going forward will be sent to the new email address.
- Statements can be sent manually to recipients using the Reporting features (see Generating Recipient Forms Reports).

8.12 Form Alerts

Form alert icons display in form tiles. There are two types of alerts:

- **Warnings** icons : Tax forms do not meet the typical IRS or state requirements, or there are missing supporting tax forms that are typically included in submissions.
- **Error** icons : 1099-Prep cannot complete one or more steps of the submission process because of missing information in a tax form or other issues with the customer, payer, recipient, or form data.

Depending on the type of alert, tax form submissions may fail when you pay and submit in the cart (see Cart Validation).



Click an alert icon to view information about the alert:

9 Importing Data

Users can import tax data to the current tax year in the following ways:

- Import new tax data using the 1099-Prep Tax Form Template spreadsheet.
- Import specific payers, recipients, and forms from a prior tax year.
- Rollover tax data from the prior year to the current year.
- Rollover all tax data from all prior years to the current year.

Importing data can quicken the tax filing process in 1099-Prep if there are taxes for entities you file every year.

Once you import data, update information that has changed for the current tax year (e.g., dollar amounts) and add forms to the cart.

Additionally, you can export data from current or previous tax years into a spreadsheet and save it for your records or import it into 1099-Prep during the next tax filing year.

Sub-sections:

- Importing Data from File
- Importing New Data
- Rollover Select Data from the Prior Year
- Rollover All Data from the Prior Year
- Import History
- Exporting Data.

9.1 Importing Data from File

If you exported a 1099-Prep template file that contains tax data from a tax year, you can use the **Import Data from File** feature to import data in the template file into the current tax year or a previous tax filing year.

Similarly, if you have corrected information in template file that partially failed to import and need to re-import that data, you can use the **Import Data from File** feature (see Resolving Partial Failure Imports).

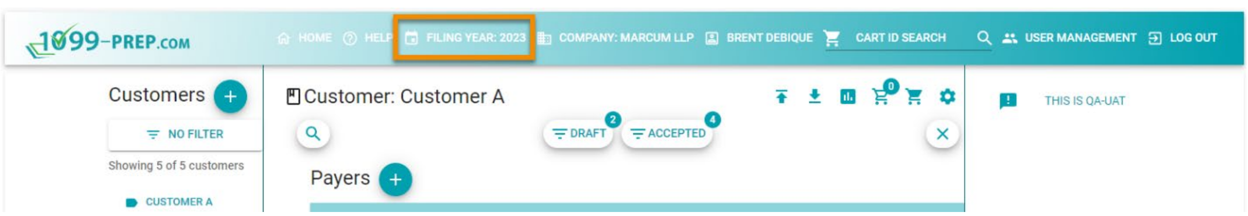
Payers, recipients, and forms from the template file loads into the Customer profile, and you can use their data in 1099-Prep.

To import data from a template file, do the following:

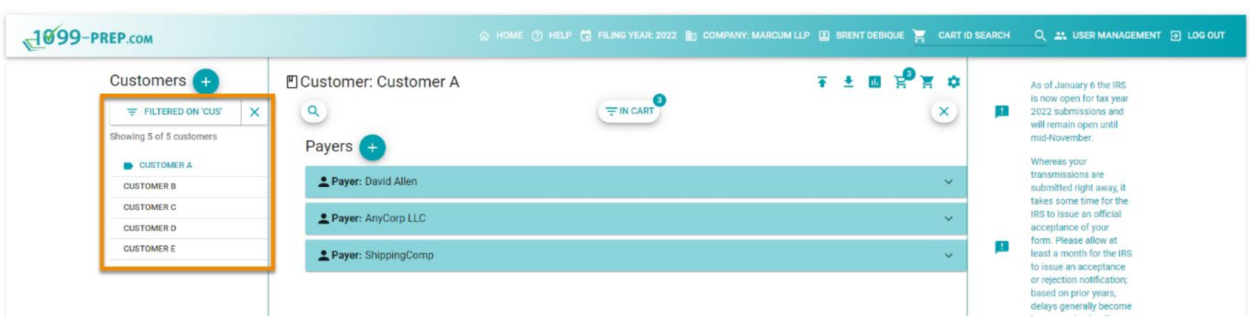
NOTES:

- If you need to import new tax data that is not in 1099-Prep, see Importing New Data.
- If you have not exported tax data from a tax year into a template file, use the **Export** icon: on the Customer Dashboard to do so (see Exporting Data).

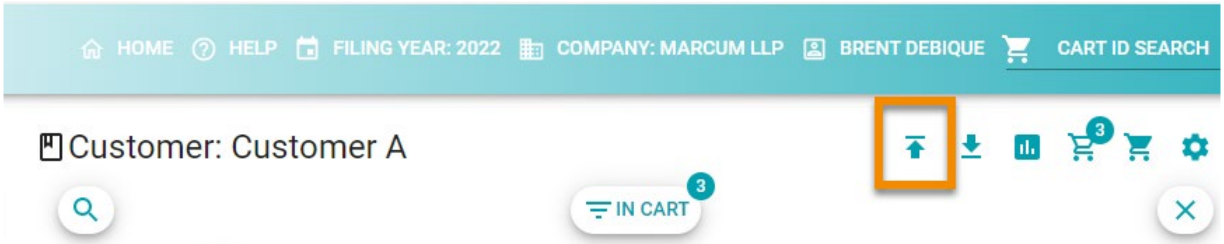
1. Click **FILING YEAR** in the 1099-Prep toolbar and select the tax year you want to import your tax data. Typically, this is the current filing year.



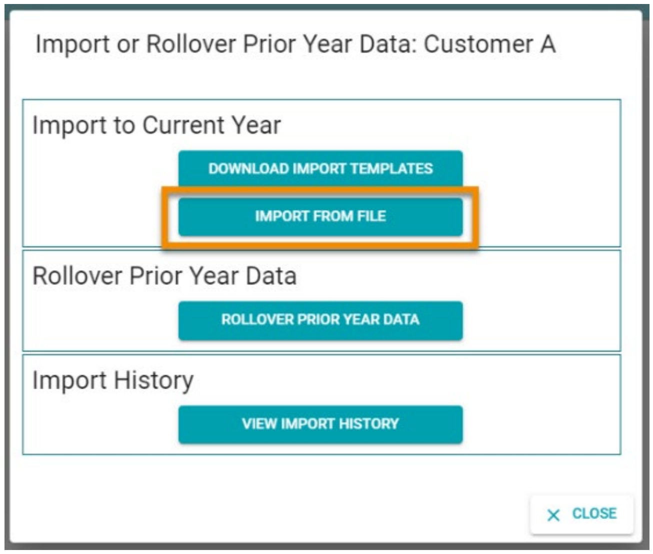
2. Use the Customer List to search for the customer that has the tax form data needed for the import (see Searching Customer List).



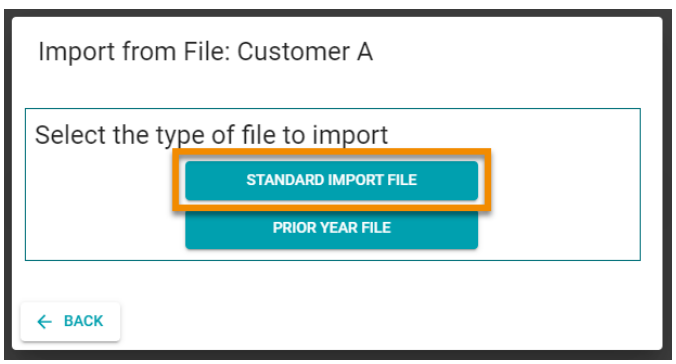
3. Click the **Import** icon in the Customer toolbar to open the Import or Rollover Prior Year Data prompt.



4. Click **IMPORT FROM FILE** in the prompt to open the Import prompt.

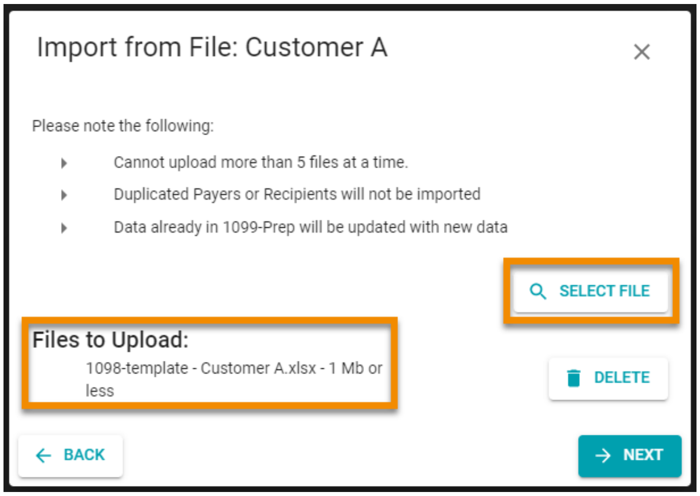


5. Click **STANDARD IMPORT FILE** in the Import from File prompt.



6. Click **SELECT FILE**, navigate to template file you exported from 1099-Prep, and open the file. The spreadsheet displays in the prompt.

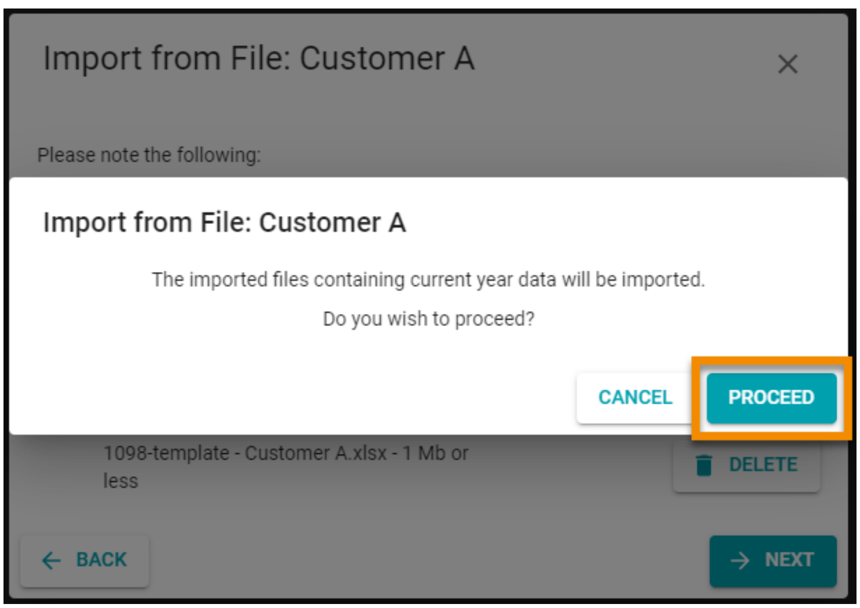
   NOTE: You can upload multiple template files of different form types (up to 5). 1099-Prep will import rows in each template file as a separate tax form.



7. Click the **NEXT** button when done opening template files.
8. Click **PROCEED** in the confirmation prompt.

   NOTES:

   - Click **CANCEL** to go back to the Import from File prompt and make changes.
   - The Import History Template prompt displays, tracking the progress of the import. Any successes, partial successes, or failures to import are logged in the prompt (see Import History).



9. Click **FINISH** in the Import History Template prompt.

The payer, recipient, and form data are imported from the template file into the customer account for the tax year. As necessary, you can edit forms and update payers and recipients in the customer account.

To see a log of recent imports, use Import History.

9.2 Importing New Data

There are three tasks that must be completed to import new tax data to the current tax year:

- Task 1: Download a Tax Form Template
- Task 2: Enter Tax Data in the Tax Form Template
- Task 3: Import the Tax Form Template to the Current Year.

Follow instructions in the sub-sections to import select tax data from a prior year. Click a link in the bulleted list above to go directly to that sub-section.

9.2.1 Task 1: Download a Tax Form Template

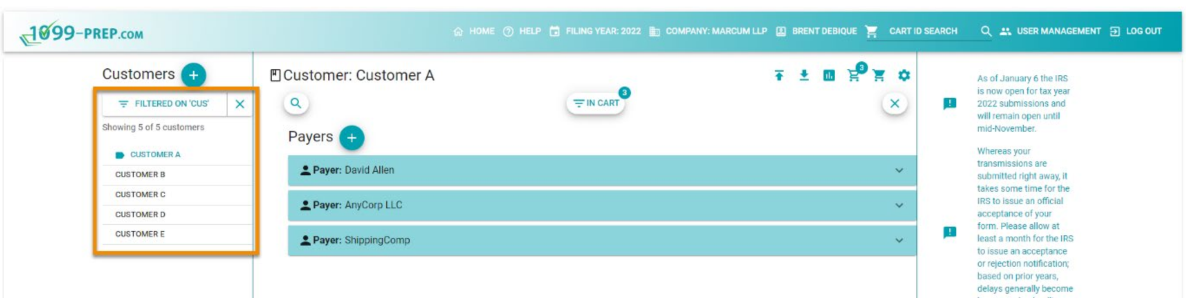
The first task to import new data into the current tax year is downloading a 1099-Prep Tax Form Template.

1099-Prep Tax Form Templates are Excel spreadsheet files formatted with information of a specific tax form.

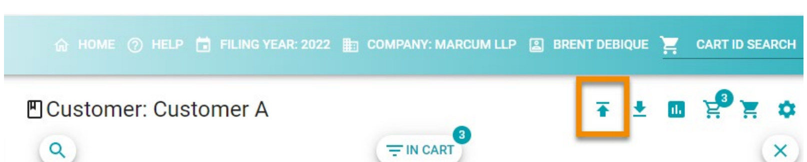
IMPORTANT: A 1099-Prep Tax Form Template must be used in this process. The Template must be filled out correctly or the import will fail. See steps below.

To download a tax form for template:

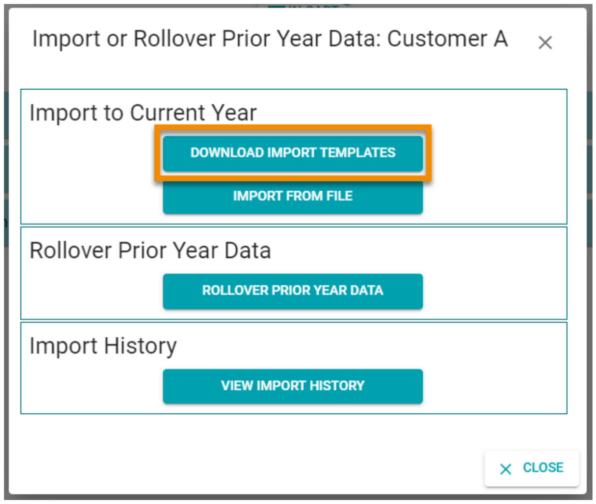
1. Access 1099-Prep.
2. Use the Customer List to search for the customer that has the tax form data needed for the import (see Searching Customer List).



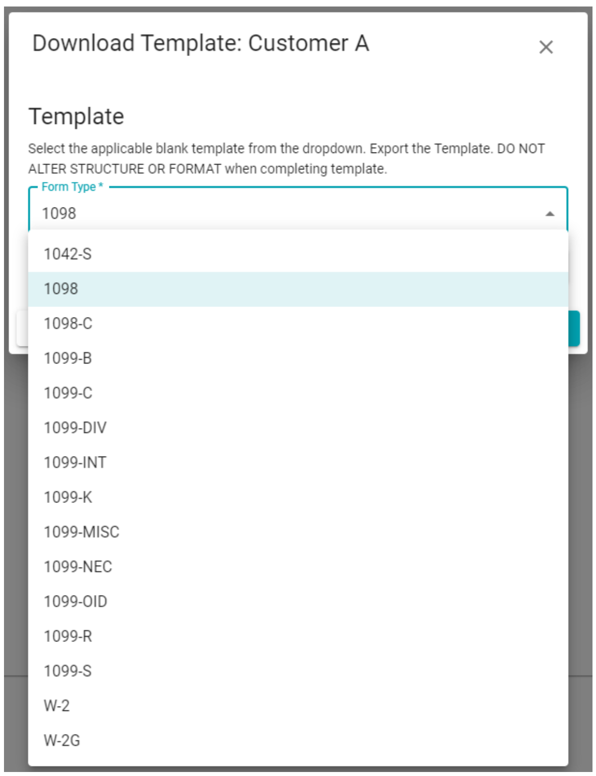
3. Click the **Import** icon  in the Customer toolbar to open the Import or Rollover Prior Year Data prompt.



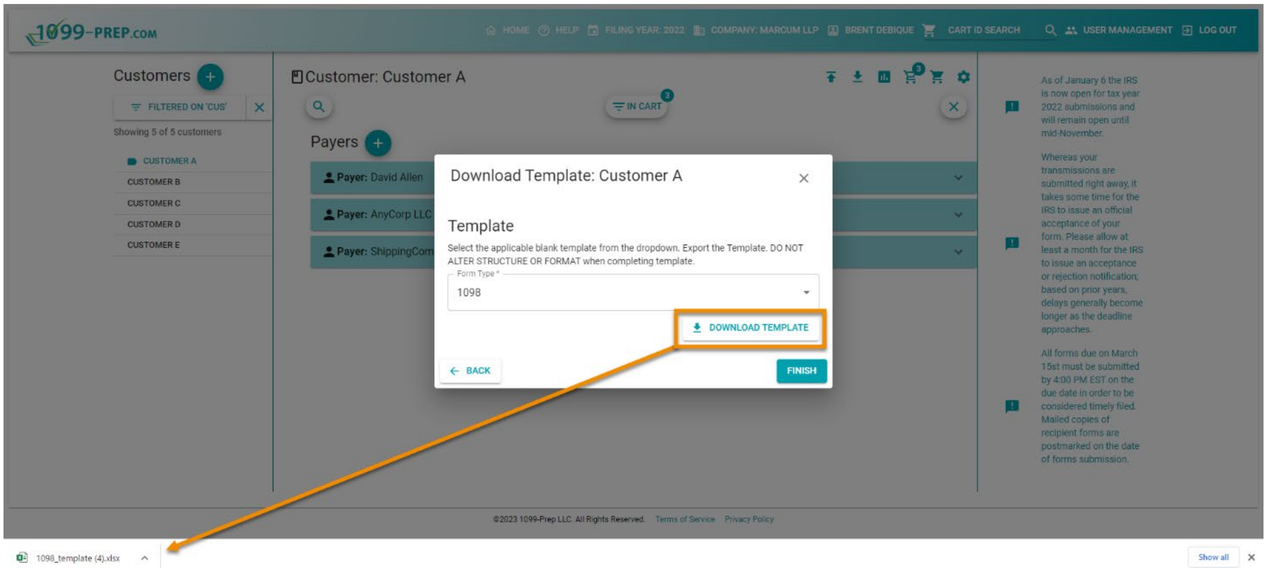
4. Click **DOWNLOAD IMPORT TEMPLATES** in the prompt to open the Download Template prompt.



5. Click the **Form Type** drop-down menu and select the type of tax form associated with the data you want to upload.



6. Click the **DOWLOAD TEMPLATE** button to download a 1099-Prep Form Type Template for the selected tax form.



7. Click **FINISH** in the Download Template prompt.

Next, the new tax data must be entered in the tax form template.

See the next sub-section: Task 2: Enter Tax Data in the Tax Form Template.

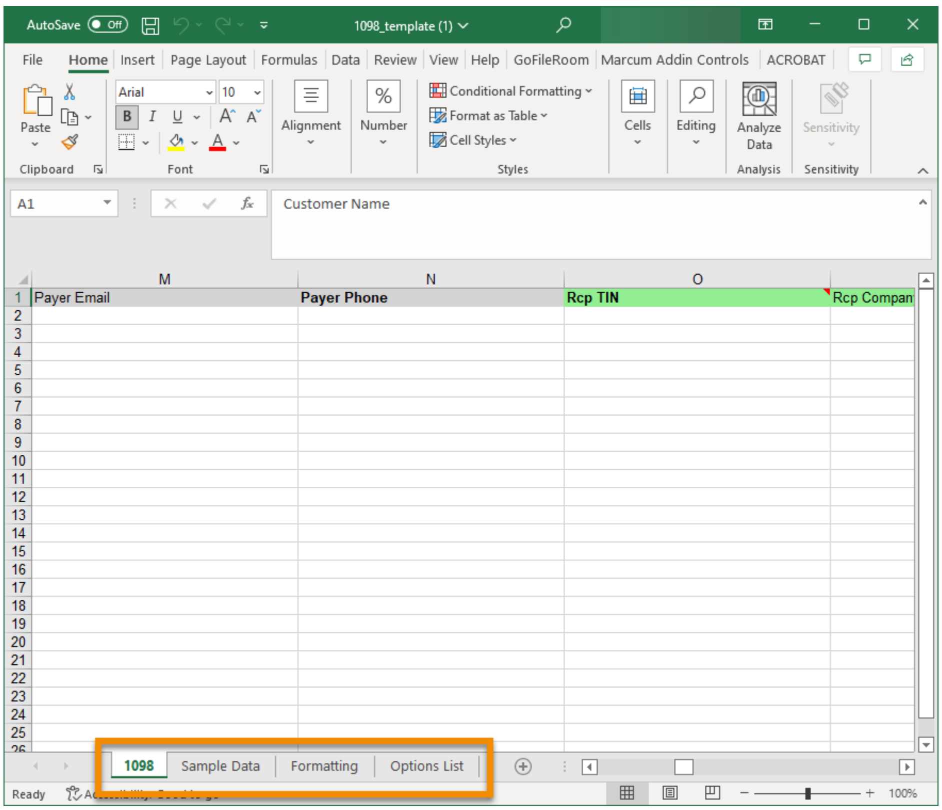
9.2.2 Task 2: Enter Tax Data in the Tax Form Template

NOTE: Task 1: Download a Tax Form Template must be completed before completing the task in this section.

After downloading a tax form template, you must enter tax data in the template in the correct format.

To enter tax data in the tax form template:

1. Find and open the Excel spreadsheet file downloaded in task 1.
2. Click each sheet tab at the bottom of the Excel file. The table below defines the purpose of each tab.



Tab Sheet Name	Purpose
Import Sheet **NOTE:** The sheet name is “XXXX” where X is the ID Number of Tax Form.	The spreadsheet used to enter tax form data. Users enter tax form data in cells of row 2. Use other rows if you have multiple tax forms for different payers and recipients you need to import. Scroll right in the sheet to see other fields that require data. **NOTE:** Grey, green, and blue header colors indicate the type of field for Formatting purposes (see the Formatting Sheet).

Tab Sheet Name	Purpose
Sample Data	Contains sample data in rows to demonstrate how information should be entered in the Import Sheet. This sheet is for information purposes only.
Formatting	Contains a list of all fields for the form type and instructions for how to format data in the cell when entered in the Import Sheet. For example, one of the instructions is: header cells that have bolded text means an entry is required in that column. **NOTE:** Grey, green, and blue header colors indicate the type of field for Formatting purposes: • **Grey:** Customer information • **Green:** Payer information • **Blue:** Recipient information.
Options Lists	Shows abbreviations for form fields that have drop-down menus with options. Rows under header columns the abbreviation to use and the abbreviation's definition. When entering information in a cell of the Import Sheet for a field with options, use the abbreviation. This sheet is for information purposes only.

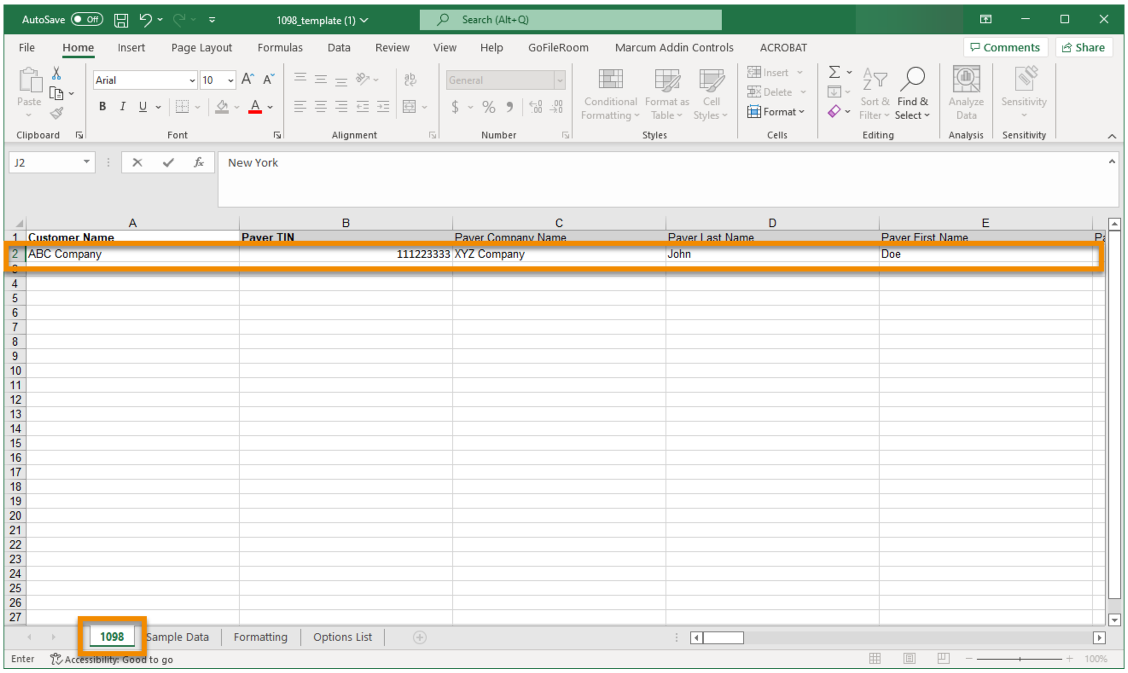
3. Enter your customer's tax data in the Import Sheet of the excel spreadsheet template.

   IMPORTANT:

   - The value in the **Customer Name** cell of the template must exactly match the customer's name in 1099-Prep.
   - Use the horizontal scroll bar at the bottom of the Excel window to view all fields.
   - Use the **Sample Data**, **Formatting**, and **Options List** sheets to ensure you enter form data correctly in cells. Wrong formatting can produce errors when uploading or when using the cart to process forms.
   - Ensure you start with row 2 in the spreadsheet.
   - Only use multiple rows to import multiple instances of a tax form.
   - Each cell in a row is one field of the tax form.

- Leave the **Account Number** column empty (Column lettered AT). 1099-Prep automatically generates an account number for the customer when the spreadsheet is imported.

  If you must redo the import process for a tax form, ensure you export the spreadsheet, edit the spreadsheet, and keep the account number 1099-Prep generated in the column. This ensures 1099-Prep overwrites the tax form data you originally imported with your updated tax form data.



4. Save the spreadsheet to your computer.

The final task is importing the completed tax form template to the customer account in 1099-Prep, for the current tax year.

See the next sub-section: Task 3: Import the Tax Form Template to the Current Year.

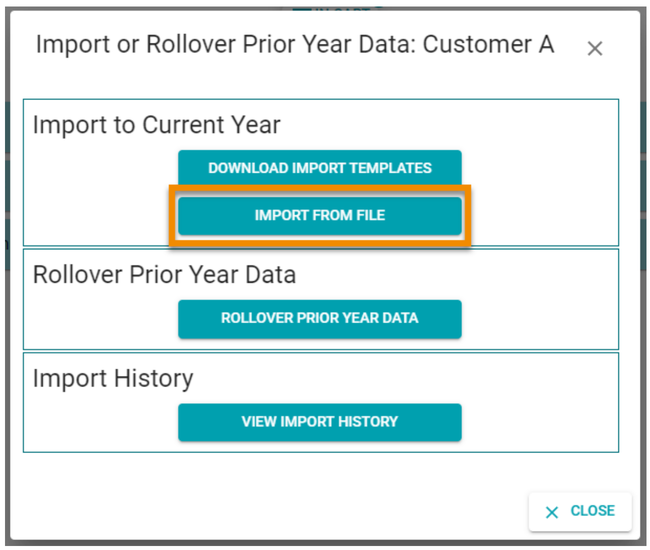
9.2.3 Task 3: Import the Tax Form Template to the Current Year

NOTE: Task 2: Enter Tax Data in the Tax Form Template must be completed before completing the task in this section.

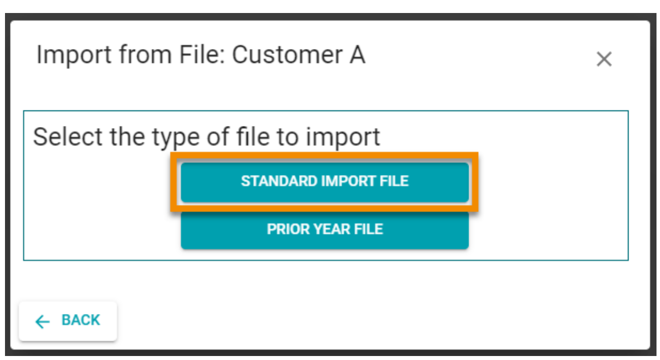
After entering tax data in the tax form template, you must import the template to the customer account, for current tax year.

To import the tax form template:

1. If necessary, Access 1099-Prep and use the Customer List to access the customer account from task 1.
2. Click the **Import** icon in the Customer toolbar to open the Import or Rollover Prior Year Data prompt.
3. Click **IMPORT FROM FILE** in the prompt to open the Import from File prompt.

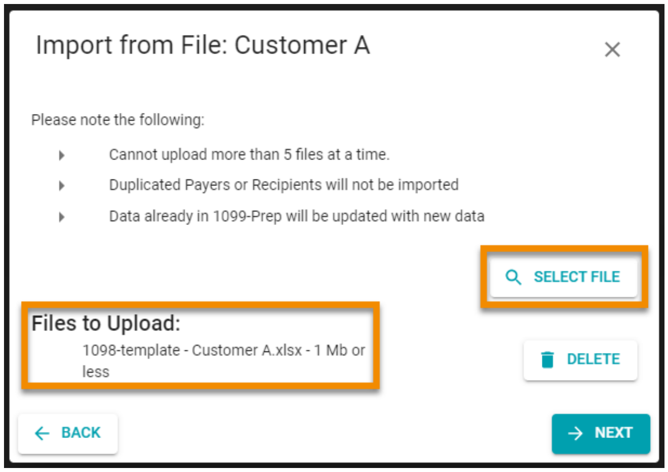


4. Click **STANDARD IMPORT FILE** in the prompt.



5. Click **SELECT FILE**, navigate to the spreadsheet saved in task 2, and open the file. The spreadsheet displays in the prompt.

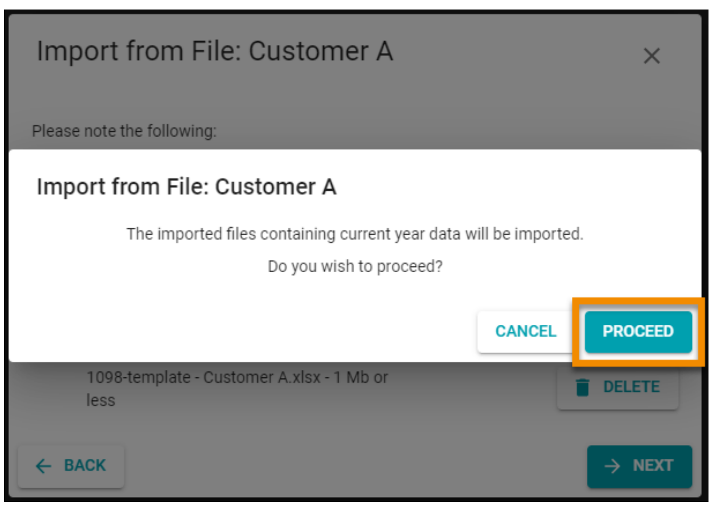
NOTE: You can upload multiple spreadsheets of different form types (up to 5). 1099-Prep will import rows in each spreadsheet as a separate tax form.



6. Click the **NEXT** button when done opening spreadsheets.
7. Click **PROCEED** in the confirmation prompt.

NOTES:

- Click **CANCEL** to go back to the Import from File prompt and make changes.
- The Import History Template prompt displays, tracking the progress of the import. Any successes, partial successes, or failures to import are logged in the prompt (see Import History).



8. Click **FINISH** in the Import History Template prompt.

The new payer, recipient, and form data are imported into the customer account for the current year. As necessary, you can edit forms and update payers and recipients in the customer account.

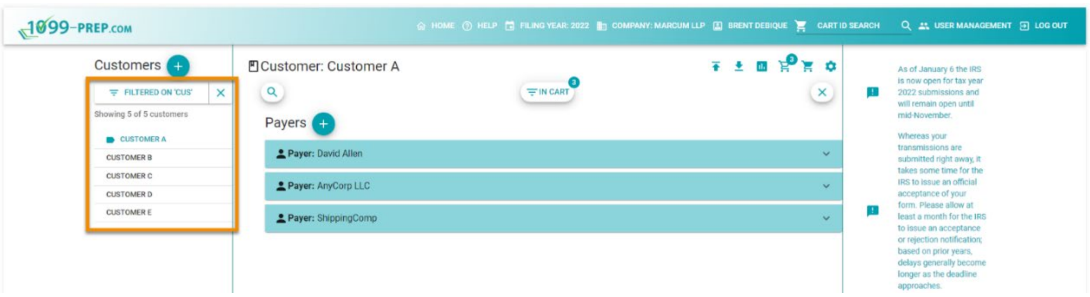
To see a log of recent imports, use Import History.

9.3 Rollover Select Data from the Prior Year

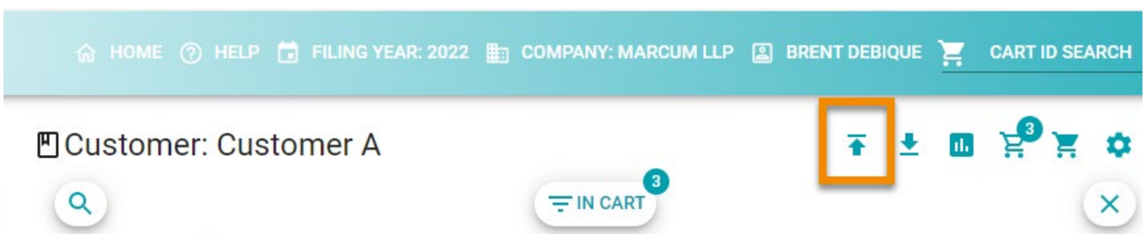
To roll over data specific payers, recipients, and forms from the prior tax year to the current year, you must download the prior year's tax data to a 1099-Prep Tax Form Template and then import the template to the customer account.

To rollover the data of payers, recipients, and forms from the prior tax year to the current year, do the following:

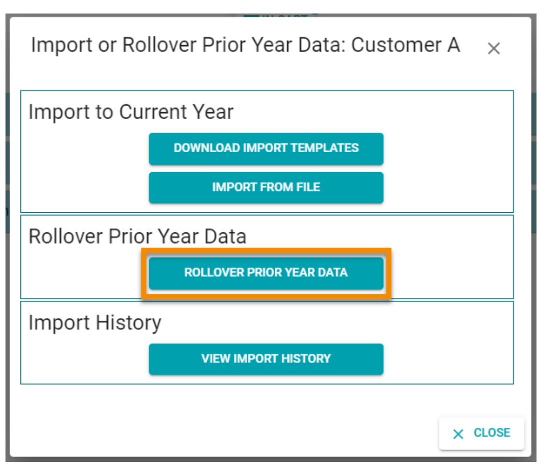
1. Access 1099-Prep.
2. Use the Customer List to search for the customer that has the tax form data needed for the import (see Searching Customer List).



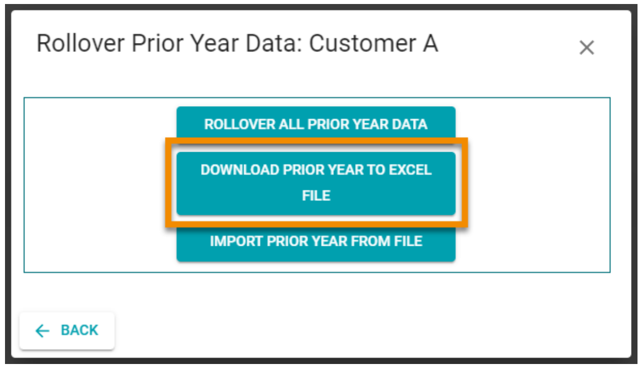
3. Click the **Import** icon in the Customer toolbar to open the Import or Rollover Prior Year Data prompt.



4. Click **ROLLOVER PRIOR YEAR DATA** in the prompt to open the Rollover Prior Year Data prompt.



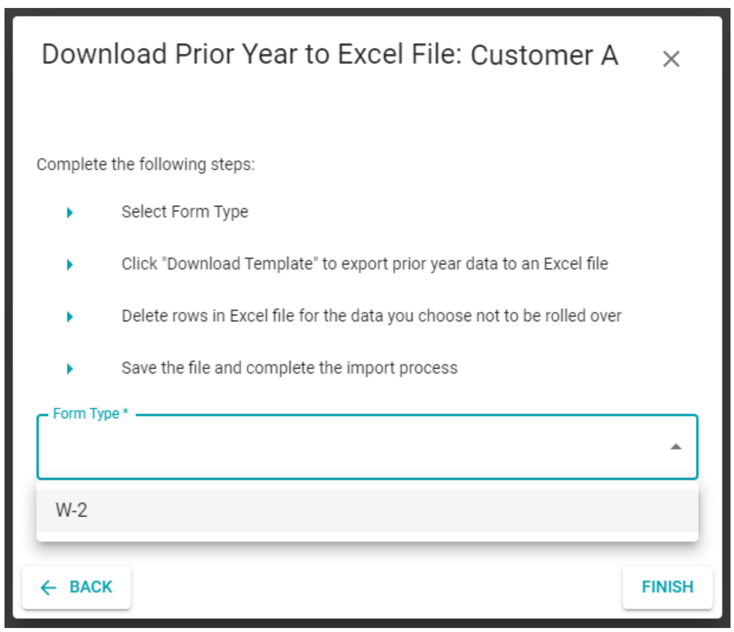
5. Click **DOWNLOAD PRIOR YEAR TO EXCEL FILE** in the prompt to open the Download Prior Year to Excel File prompt.



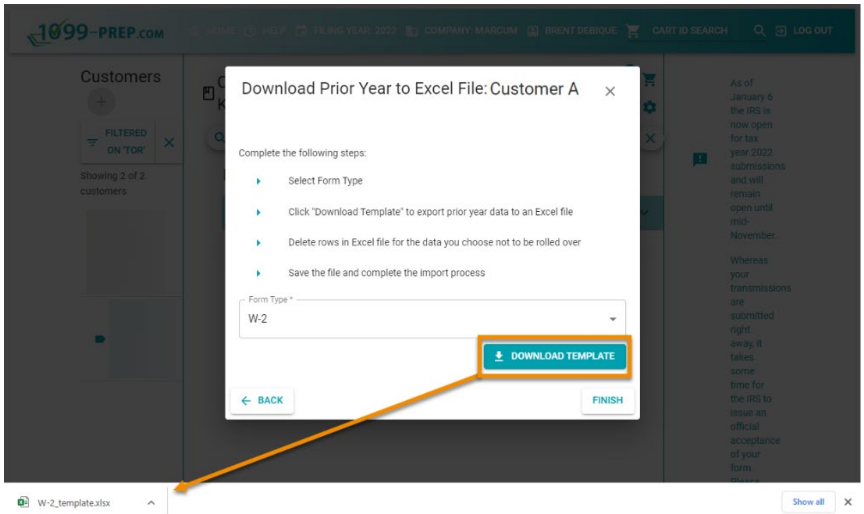
6. The Download Prior Year to Excel File prompt provides basic instructions on how to rollover tax data from the prior year.

   Click the **Form Type** drop-down menu and select the tax form type of the tax data.

   NOTE: Only forms that have been accepted and processed by the IRS in prior tax year in the drop-down menu.



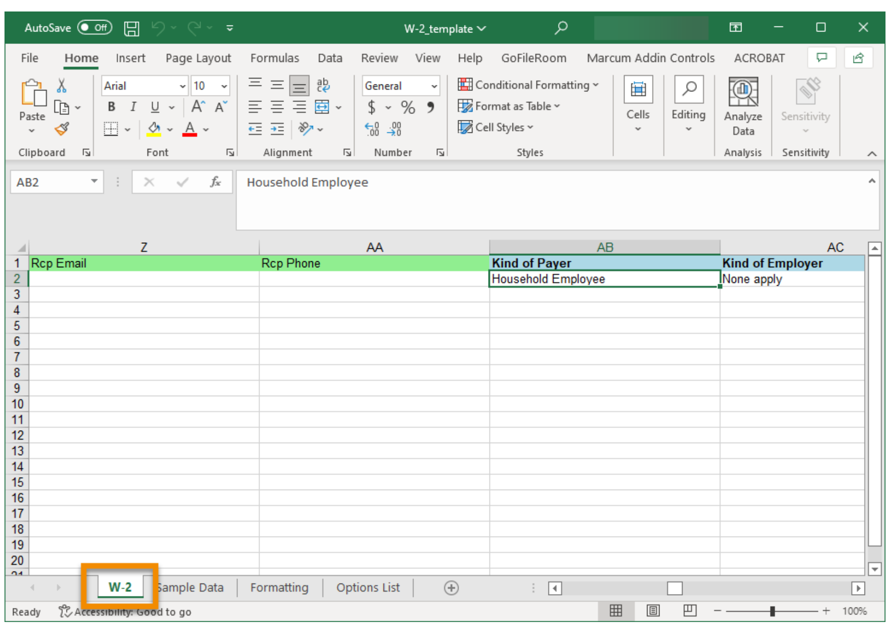
7. Click **DOWNLOAD TEMPLATE** in the prompt. An Excel spreadsheet template containing the tax form data downloads to your computer.



8. Open the Excel spreadsheet, delete information in rows you do not want to roll over to the current year, and save the spreadsheet to a location on your computer.

   IMPORTANT:

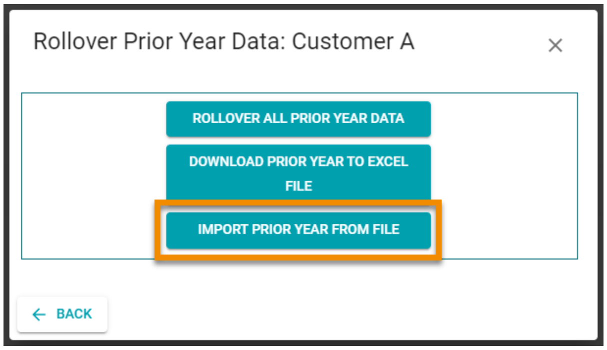
   - Data is edited in the first sheet of the Excel file (i.e., the sheet with the form number). Other sheets contain sample data, formatting rules for fields, and code values for specific fields. See the table in Task 2: Enter Tax Data in the Tax Form Template section for details.
   - Do not delete the header row. Only delete data in row 2 and below.
   - Use the horizontal scroll bar at the bottom of the Excel window to view all fields. Colors of header rows indicate the type of field for formatting purposes.
   - The value in the **Customer Name** cell of the template should exactly match the customer's name in 1099-Prep.



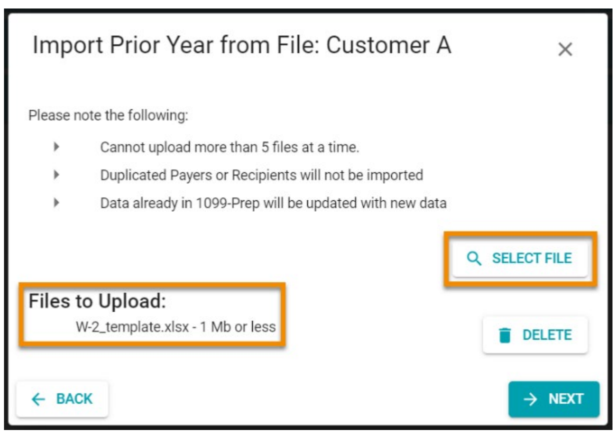
9. If necessary, Access 1099-Prep and use the Customer List to access the customer account

   TIP: If the Download Prior Year to Excel prompt is still open, instead: click **BACK** in the prompt and skip the next step.

10. Click the **Import** icon in the Customer toolbar to open the Import or Rollover Prior Year Data prompt, and then click **ROLLOVER PRIOR YEAR DATA** in the prompt.
11. Click **IMPORT PRIOR YEAR FROM FILE** in the Rollover Prior Year Data prompt.

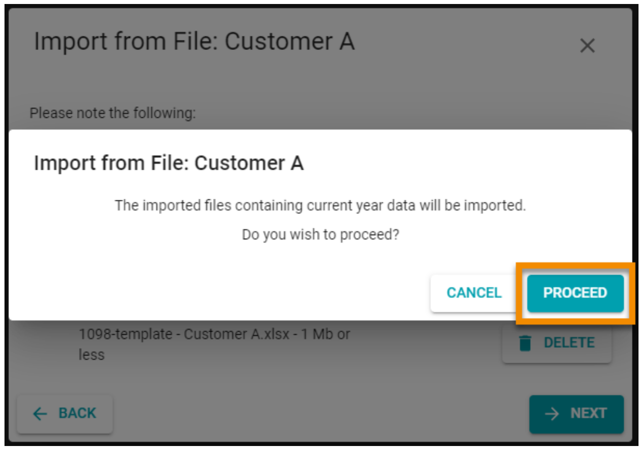


12. Click **SELECT FILE**, navigate to the spreadsheet saved in previous steps, and open the file. The spreadsheet displays in the Import from File prompt.



13. Click **NEXT** in the prompt.
14. Click **PROCEED** in the confirmation prompt. The Import History Template prompt displays.

    NOTE: The Import History Template prompt displays, tracking the progress of the import. Any successes, partial successes, or failures to import are logged in the prompt (see Import History).



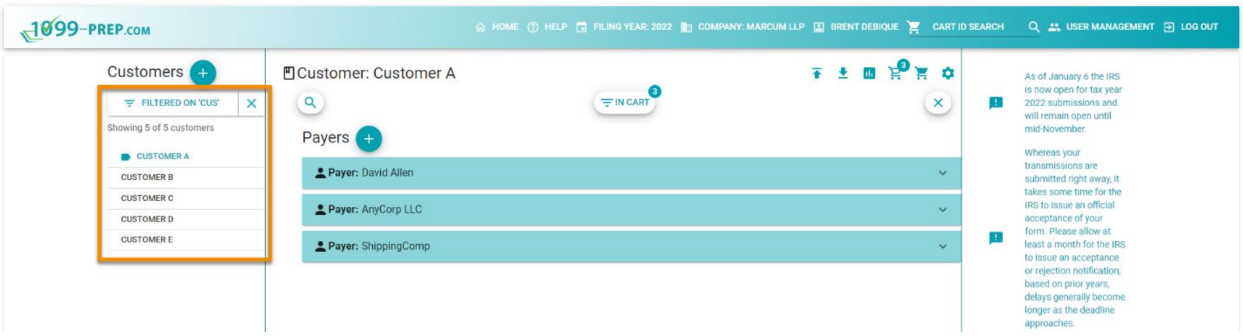
15. Click **FINISH** in the Import History Template prompt.

All data from payers, recipients, and forms in the prior year is imported into the forms of the customer account for the current year. Edit forms and update payers and recipients in the customer account prior to submission.

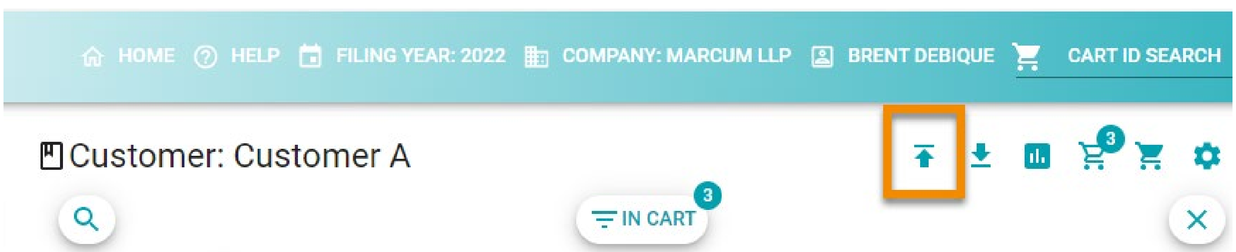
9.4 Rollover All Data from the Prior Year

To roll over ALL data of payers, recipients, and forms from the prior tax year to the current year, do the following:

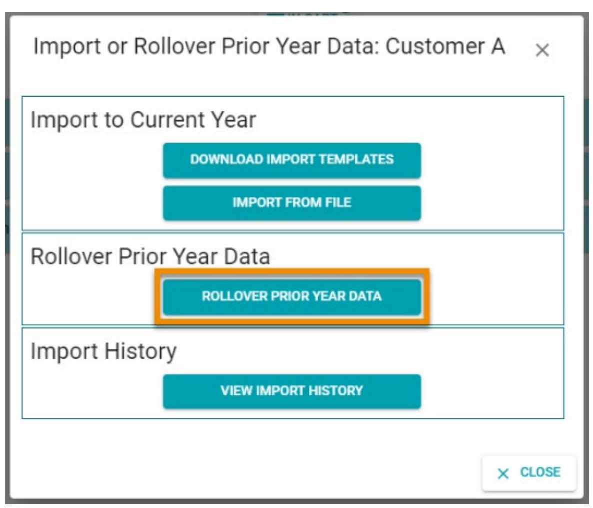
1. Access 1099-Prep.
2. Use the Customer List to search for the customer that has the tax form data needed for the import (see Searching Customer List).



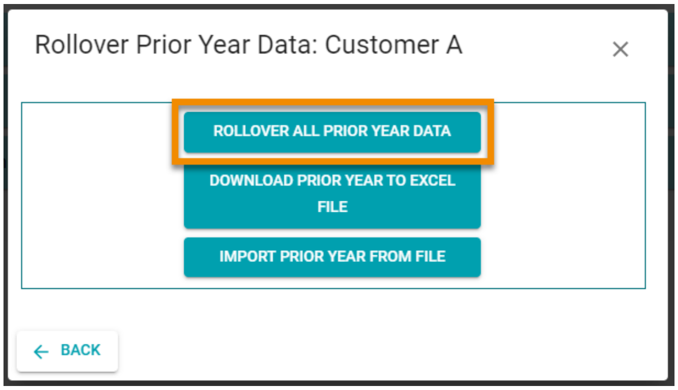
3. Click the **Import** icon  in the Customer toolbar to open the Import or Rollover Prior Year Data prompt.



4. Click **ROLLOVER PRIOR YEAR DATA** in the prompt to open the Rollover Prior Year Data prompt.



5. Click **ROLLOVER ALL PRIOR YEAR DATA** in the prompt.



6. Click **PROCEED** in the confirmation prompt.

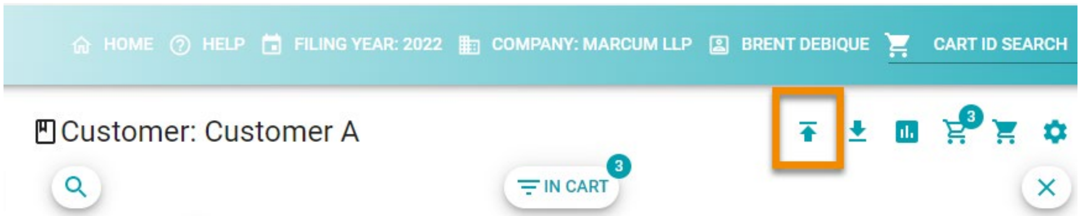
ALL data from payers, recipients, and forms from the prior year is imported into the customer account for the current year. As necessary, you can edit forms and update payers and recipients in the customer account.

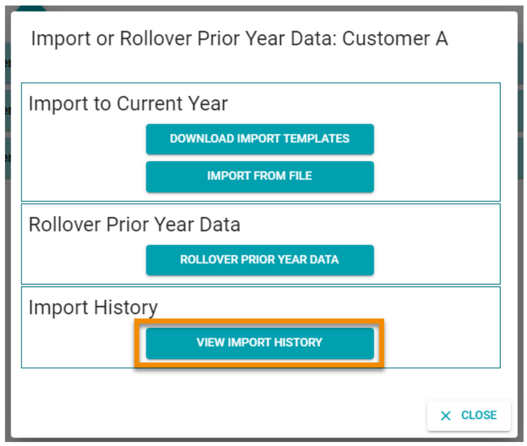
To see a log of recent imports, use Import History.

9.5 Import History

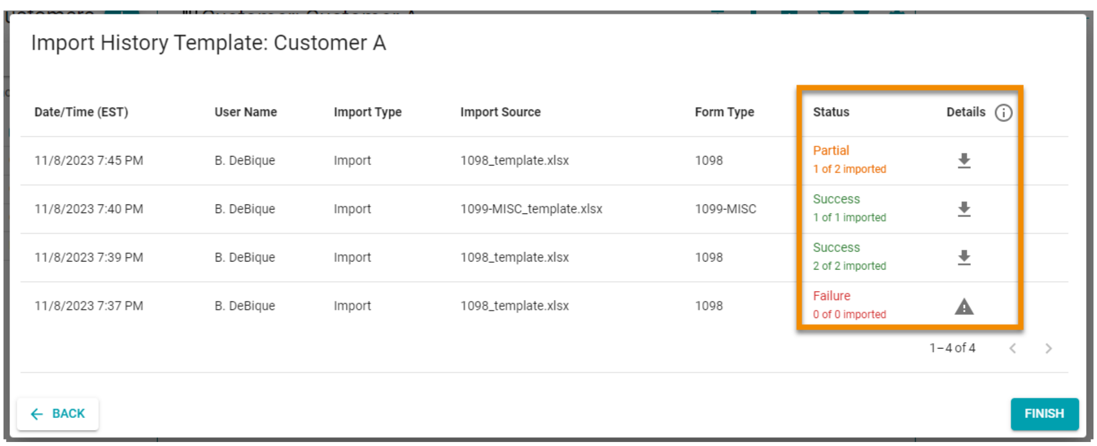
The Import History Template prompt displays whenever you complete an import.

You can access the Import History prompt directly, by clicking the **Import** icon: in the Customer toolbar and selecting **VIEW IMPORT HISTORY** in the Import prompt.





The prompt contains a record of current and previous imports; and if the import was successful, partial successful, or failed.



You can click the **Download** icon: in the Details column to download a copy of the import file. If the import was partially successful, the import file will contain notes on data that caused the partial failure (see Resolving Partial Failure Imports).

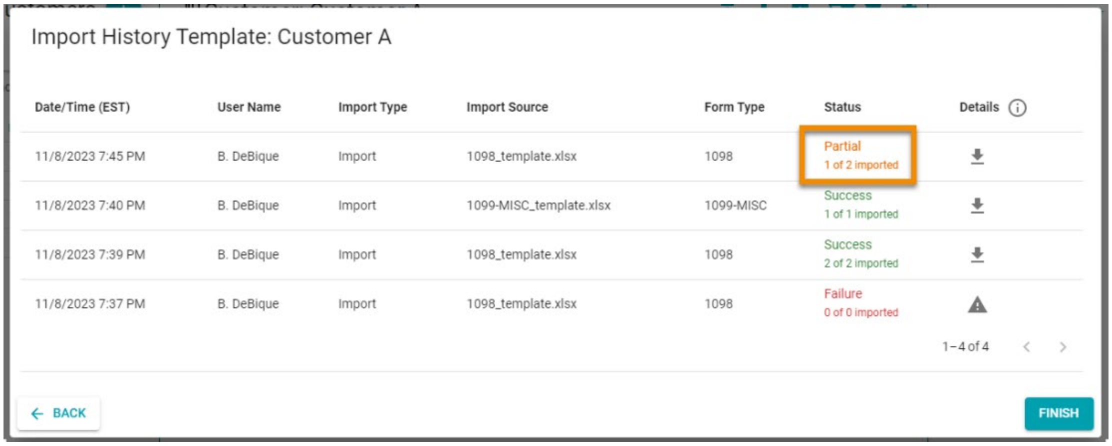
If the import failed, click the **Alert** icon: ⚠ to view errors from the import file that cause failure.

The table below defines the Statuses of the Import History prompt:

Import Status	Definition
Success	The import of tax data was successful. The payers, recipients, and forms of the import data is uploaded to the customer profile. Click the **Download** icon: ⭳ to download a copy of the import file.
Partial	One more row in the import file failed to import because of bad data. The rows in the import file that successfully imported has its payers, recipients, and form data uploaded to the customer profile. The rows that have bad data are NOT imported and needs to be corrected and reimported. To view what data caused the partial failure, click the **Download** icon: ⭳ to download a copy of the import file, open the file, and view notes on red colored cells that contain bad data (See Resolving Partial Failure Imports).
Failure	The import file was not imported into 1099-Prep. Click the **Alert** icon: ⚠ to displays a prompt that shows what data from the import file caused the import to fail. Common reasons for import failure are: • File name of template file has been changed. • Password protected XLSX file. • Missing data in required cells. • A customer name must exactly match the name of the customer in 1099-Prep. • Invalid data in cells (e.g., a non-existent country code). • Missing column in a template file. • An identical form has already been filed and accepted by the IRS. In this case, the accepted form must be negated or deleted before import.

9.5.1 Resolving Partial Failure Imports

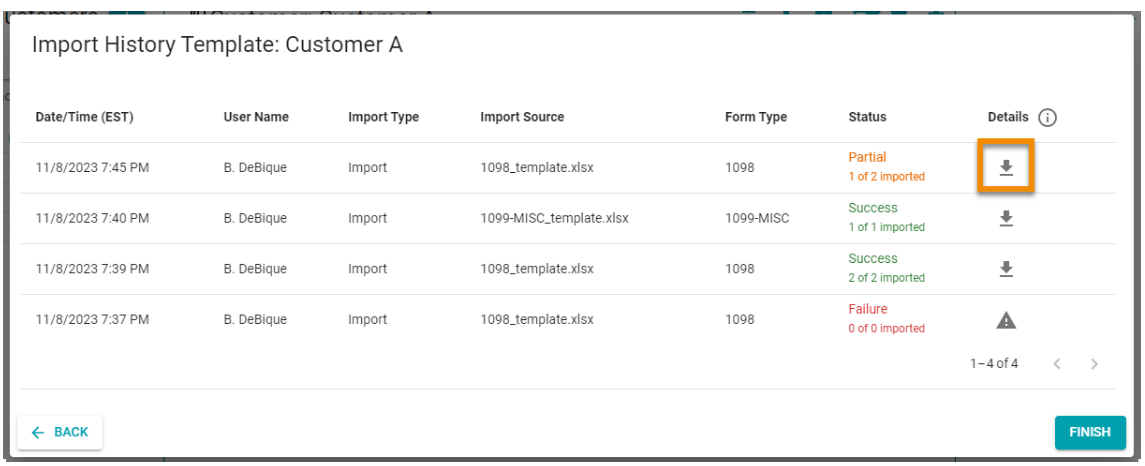
If an import partially failed, the Status column of the Import History prompt displays "Partial" and the number of rows in the import file that were successfully imported. Partial failures occur when one more row in the import file failed to import because of bad data.



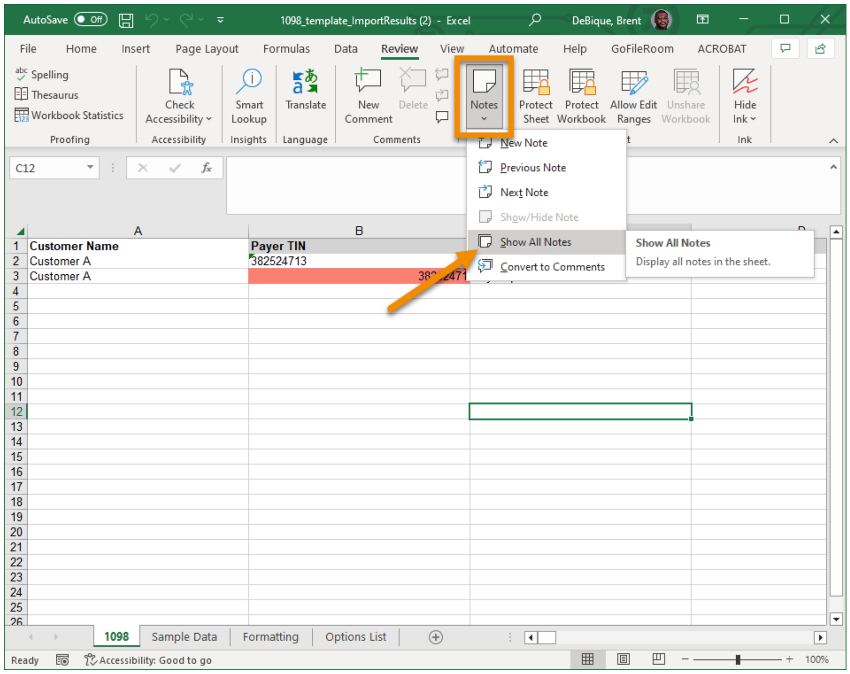
To resolve partial failures, you must download a copy of the import file from the Import History prompt, review notes 1099-Prep entered in the row in the file, correct errors, and reimport the corrected data.

To resolve partial failures of an import, do the following:

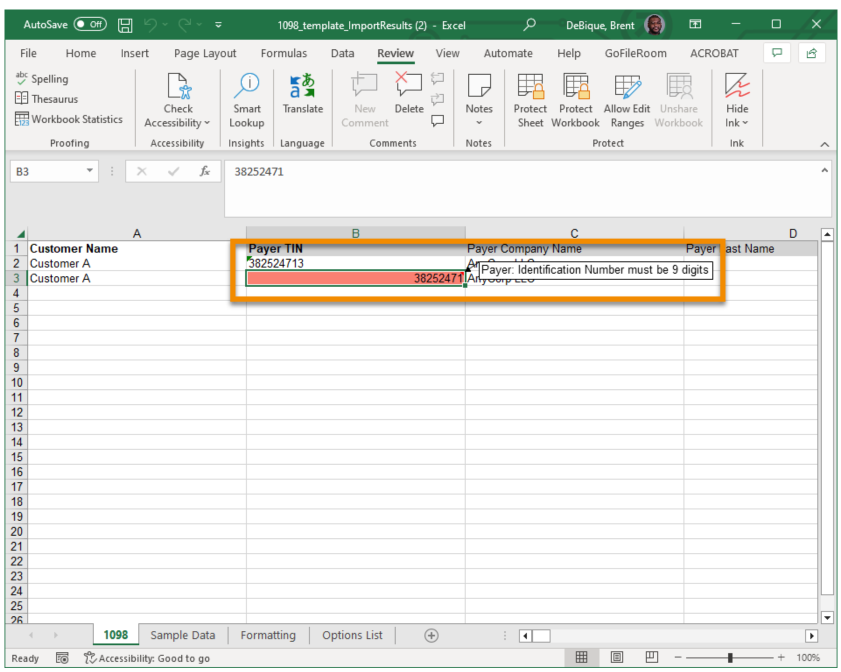
1. In the Import History prompt, click the **Download** icon: in the row of the Partial import to download a copy of the import file.



2. Open the template file downloaded to your computer (i.e., a XSLX spreadsheet file with the text "ImportResults" in the filename).
3. In the spreadsheet, ensure the **Notes** feature is enabled.



4. Look for cells colored red and accompanying notes. These are cells that contain errors that caused the partial failure. The note describes what needs to be corrected in the cell.

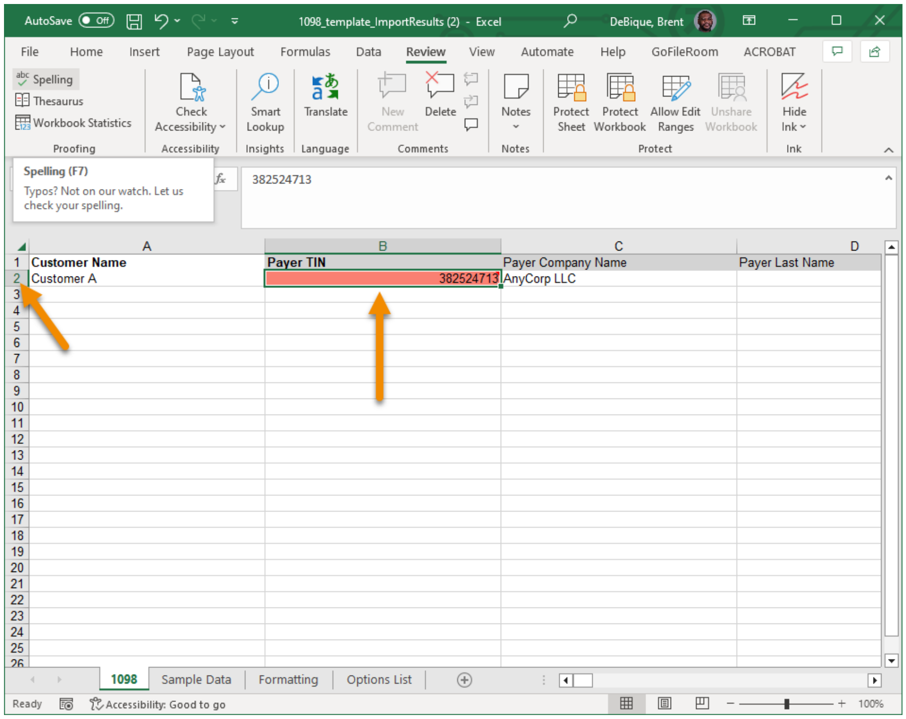


5. Correct data of all red colored cells.

   NOTE: See steps in Task 2: Enter Tax Data in the Tax Form Template for information on formatting data in template spreadsheets.

6. Remove rows from the spreadsheet that contain data that was successfully imported during the original import (i.e., rows without red colored cells).

7. Move corrected rows to the top rows of the spreadsheet (i.e., row 2).



8. Save the spreadsheet file.
9. Reimport the spreadsheet/template file (see Importing Data from File).

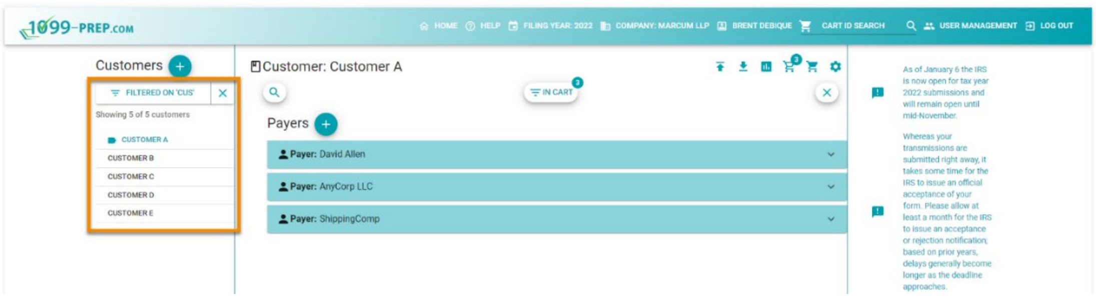
9.6 Exporting Data

You can export tax form data from any year in 1099-Prep. Exported data is generated in an Excel spreadsheet template and downloaded to your computer.

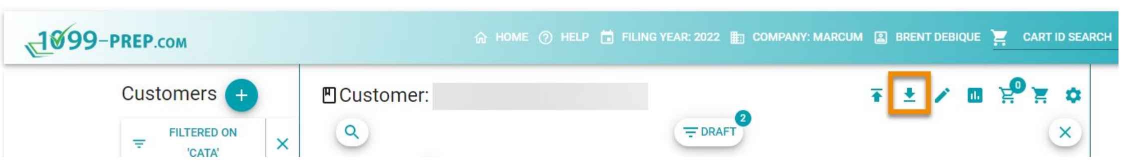
The exported file can be used to import specific data from a prior tax year to the current tax year (see Importing Data from File) or saved for your records.

To export tax data:

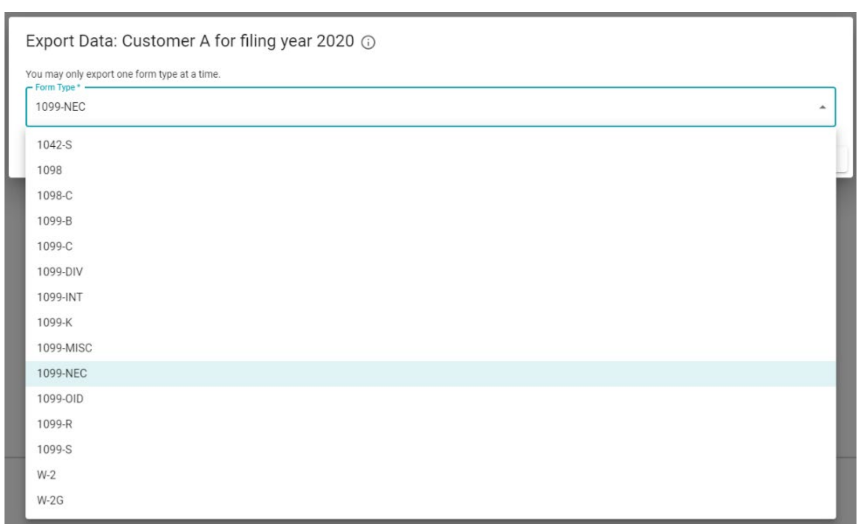
1. Access 1099-Prep.
2. Use the Customer List to search for the customer that has the tax form data needed for the import (see Searching Customer List).



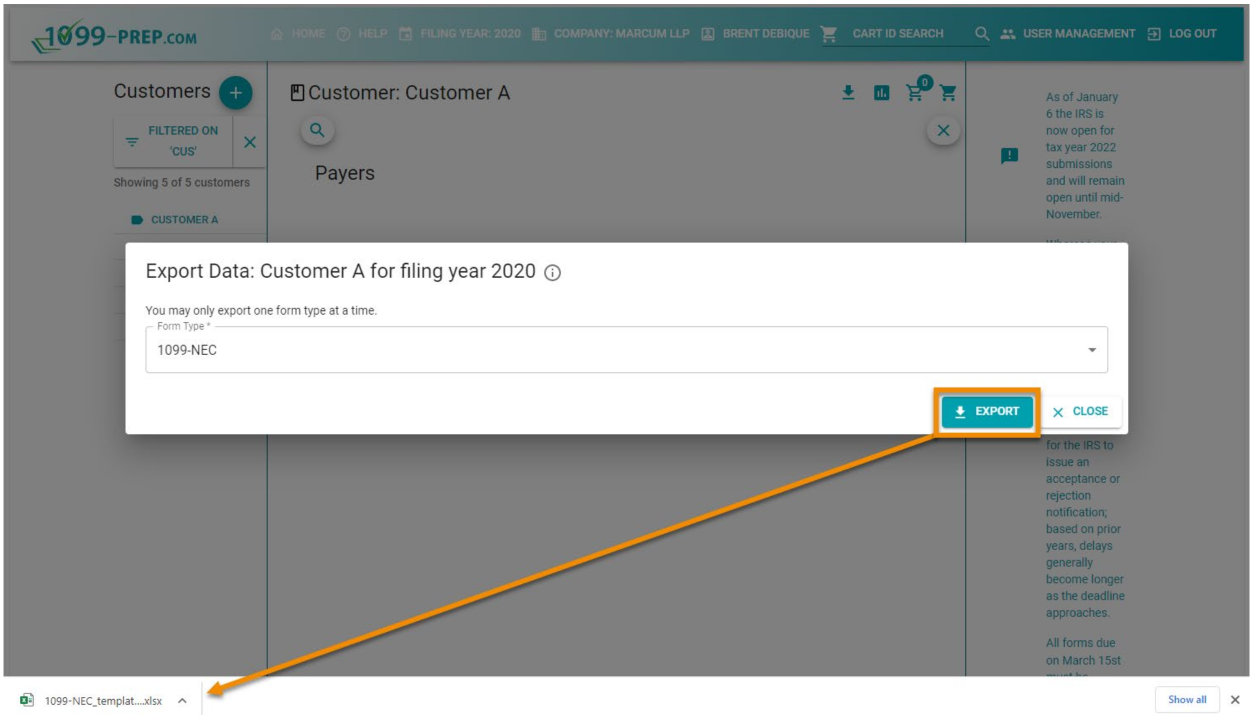
3. Click the **Export** icon  in the Customer toolbar to open the Export Data prompt.



4. Click the **Form Type** drop-down menu in the prompt and select the type of tax form that contains the tax data needed for the prior year import.



5. Click the **EXPORT** button in the Export Data prompt.



The tax data downloads in a 1099-Prep Tax Form Template spreadsheet file.

10 State Filings

Sub-sections:

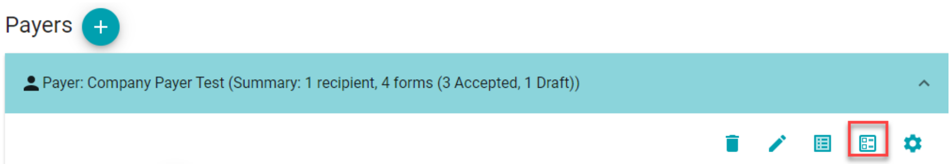
- Manage State Accounts
- Adding State Withholding to Federal Tax Forms
- State Warnings

10.1 Manage State Accounts

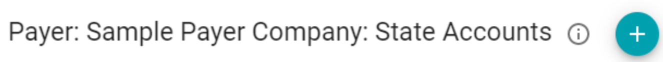
The state account number is assigned by the departments of revenue to businesses that have registered with the applicable state. The state account numbers are entered on the Forms if state income or withholding exists. The state ID format differs by state and may be different for W-2s compared to other form types.

NOTE: See Appendix C: Valid State ID Formats.

1. To add State Accounts, expand to a Payer tile.
2. Click the **Manage State Accounts** icon: .



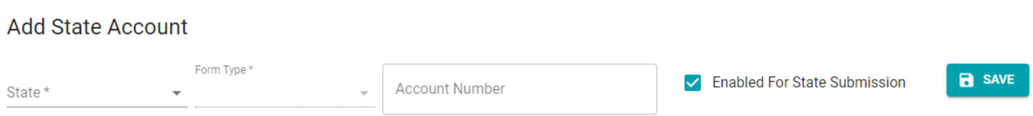
3. Click the **+ icon** next to **State Accounts**.



4. Select a **State.**
5. Enter an Account Number.

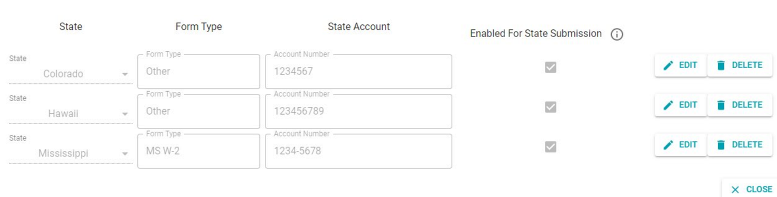
   NOTE: If the **Enabled for State Submission** box is checked, the form will be sent to the applicable state if supported.

6. Click **SAVE** once all fields are complete.



7. All State Accounts will be displayed on the **State Accounts** dialog box.
8. Click on the **Pencil icon** to edit any existing State Accounts or click on the **Trash can icon** to delete any existing State Accounts.

   NOTE: State Accounts cannot be edited or deleted if there are any accepted forms under that payer. The forms would need to be negated to edit an existing State ID.



9. State Accounts can also be added from within a tax form:

- Click on **Manage State Accounts** icon: and use the + icon to add a new state.
- Editing or Deleting State Accounts can only be performed from the dashboard.

10.2 Adding State Withholding to Federal Tax Forms

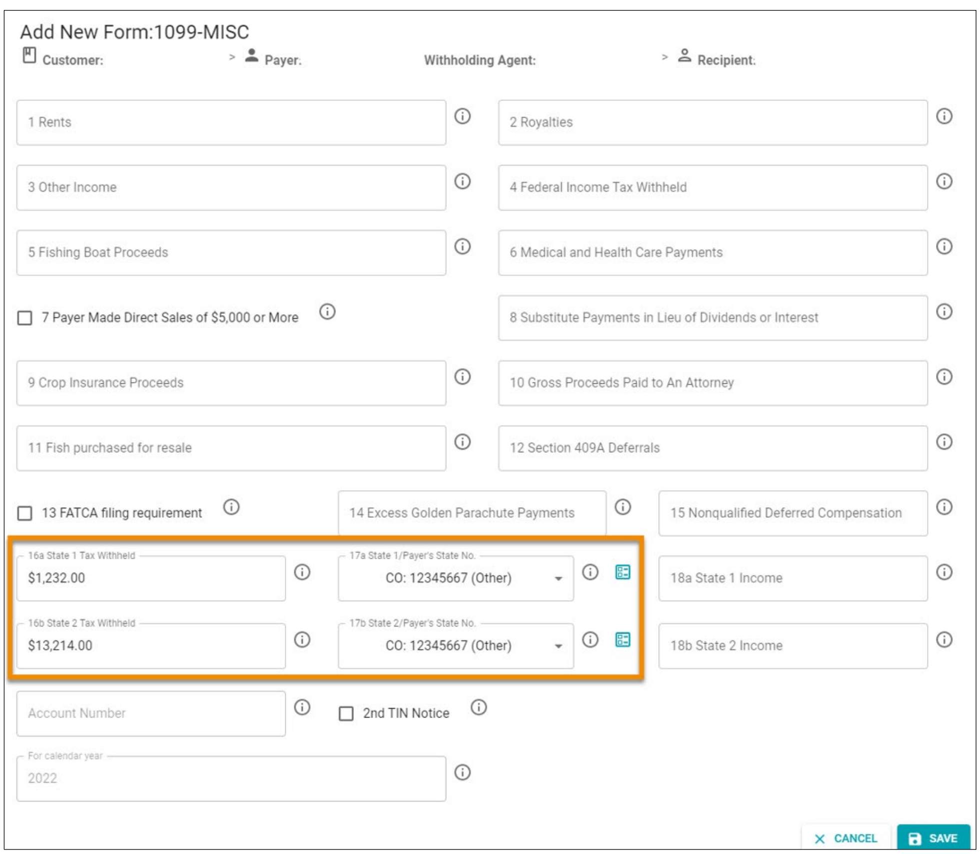
Some states require additional **Reconciliation Forms** to be completed if state withholding has occurred.

Before completing the reconciliation form, add the withholding information to the Federal form.

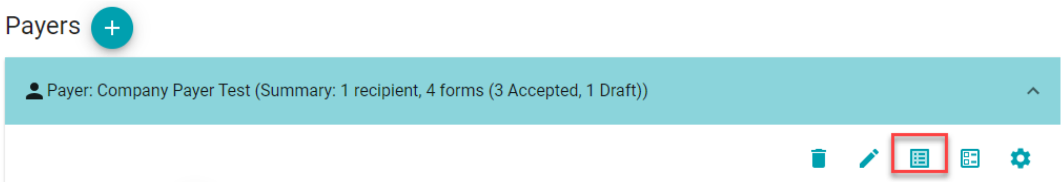
To add State Withholdings:

1. Navigate to the Form.
2. If there is **State Withholding,** a State Account must be selected on the Form.

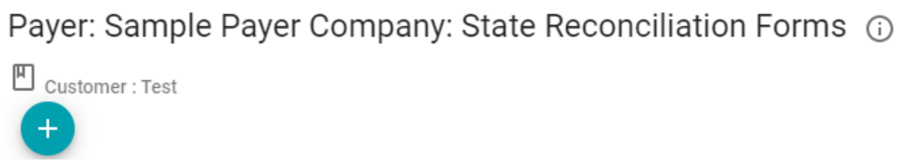
   NOTE: See Manage State Accounts for how to add a State Account.
3. See below for an example of a 1099-MISC with State Withholding.



4. Click on the **State Reconciliation Form** icon.



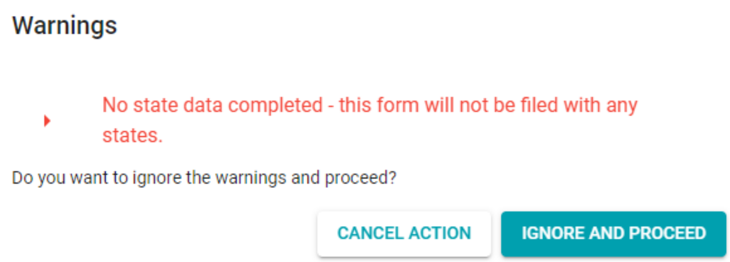
5. Click the **+** icon to add a Reconciliation Form.



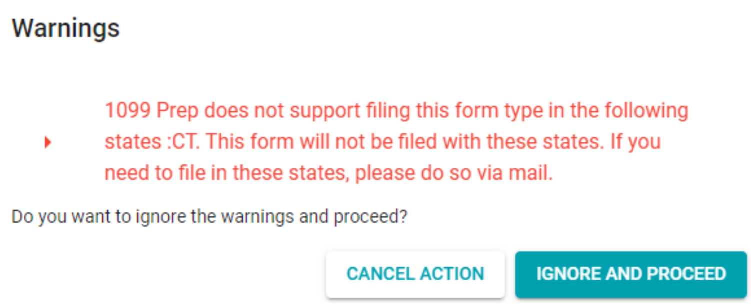
6. All Reconciliation Forms will be displayed on the **State Reconciliation Forms** dialog box.
7. Click on the **Edit** icon to edit any existing Reconciliation Forms.
8. Click on the **Trash can icon** to delete any existing Reconciliation Forms. Reconciliation forms cannot be deleted if they have been accepted.

10.3 State Warnings

A warning message will display when saving a Form if there is no state information completed.



A warning message will display when saving a Form if the Form type filing is not supported in a state for which income/withholding has been added.



The warnings also appear in the dashboard and cart.

When importing data without at least on state in the withholding section, a warning will appear on the log and downloaded report stating **‘No state Data completed – will not be filed with any states’.**

A warning for unsupported states will appear in the log and downloaded report stating **“XX is an unsupported state and this form will not be filled with XX.”**

11 Cart and Payment

After completing tax forms in a customer account, you can add the forms to the cart from the Customer Dashboard and make payment. Once a payment is processed, tax forms are submitted to the IRS and state(s).

NOTES:

- For definitions of features in the cart, see Cart under 1099-Prep Interface and Features.
- To submit state tax forms, state filing must be enabled and added to payer of the customer account (see State Filings).

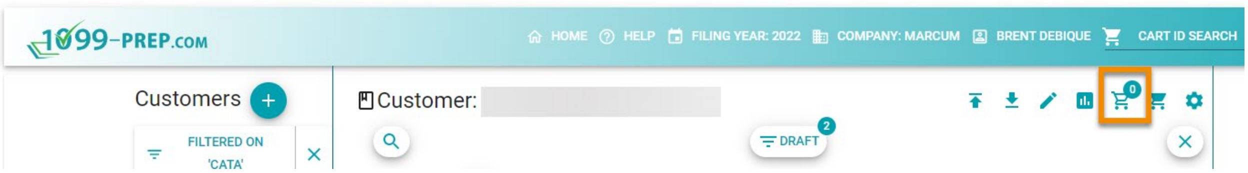
Sub-sections:

- Accessing the Cart
- Adding Forms to the Cart
- Cart Validations
- Cart Actions
- Making Payments
- Submission Process and Form Status
- Cart History

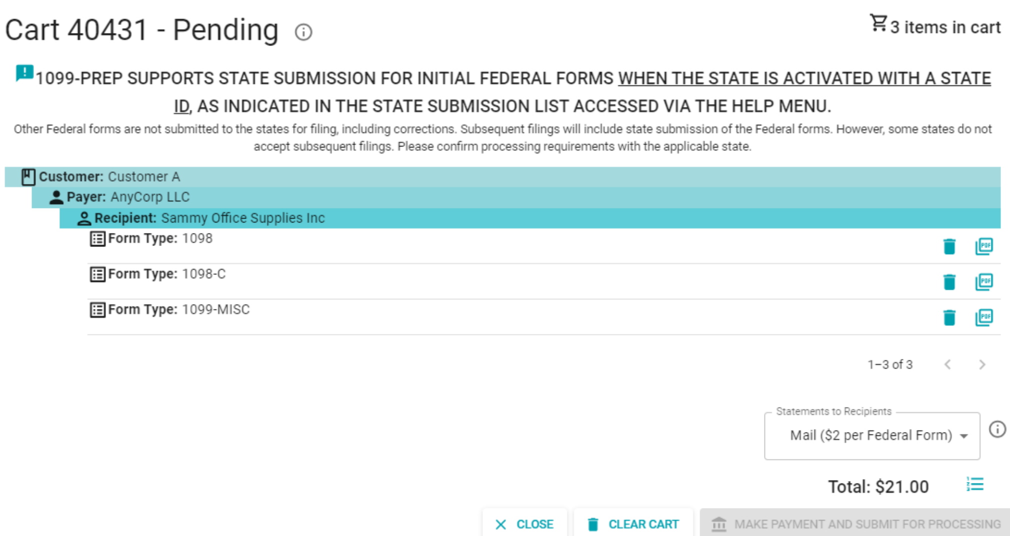
11.1 Accessing the Cart

To access the cart:

1. Access 1099-Prep.
2. Use the Customer List to access a customer account (see Searching Customer List).
3. Click the **Cart** icon in the Customer toolbar.



If there are items in the cart (indicated by number on the **Cart** icon:), they display. Otherwise, the Cart will display a message that it is empty.



You can add forms to the cart from the Forms panel of a customer account (see Adding Forms to the Cart).

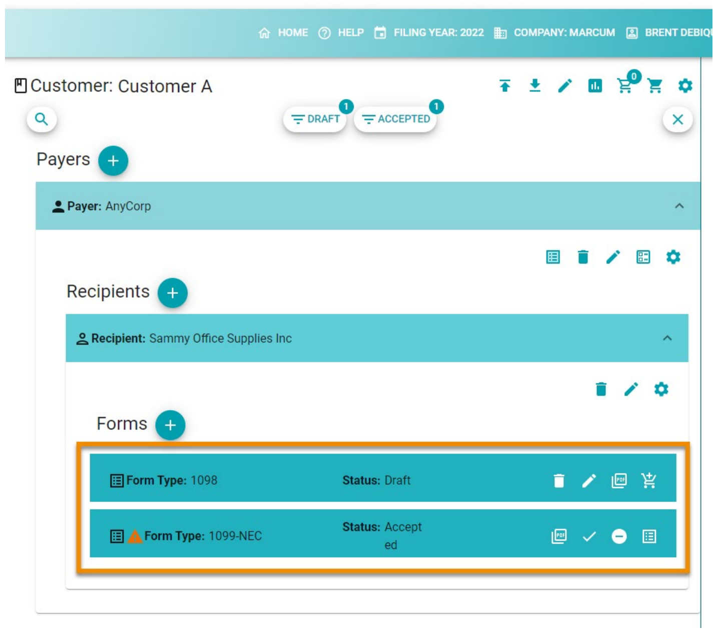
11.2 Adding Forms to the Cart

When you are done adding and preparing tax forms, you can add the draft forms to the cart. Once in the cart, you can pay for forms and submit the forms to the IRS and state(s).

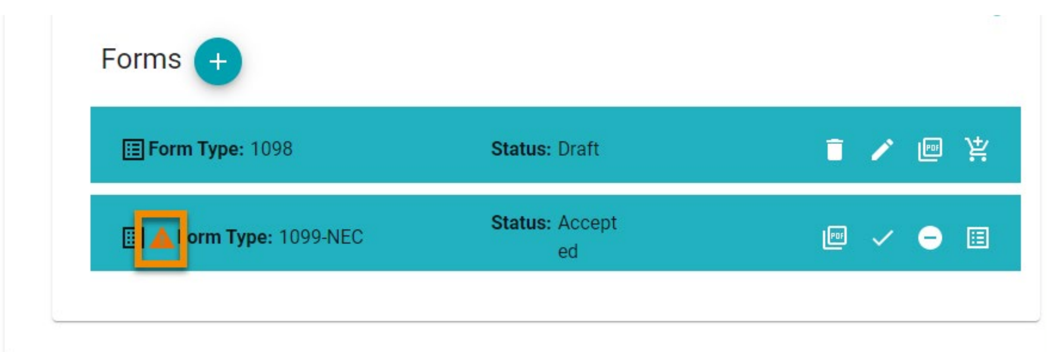
NOTE: To add state reconciliation tax forms to the cart, see Adding State Reconciliation Forms to the Cart.

To add forms to the cart:

1. Access 1099-Prep.
2. Use the Customer List to access a customer account (see Searching Customer List).
3. Click a Payer and Recipient tile to expand it. The forms you completed display as tiles under the recipient.

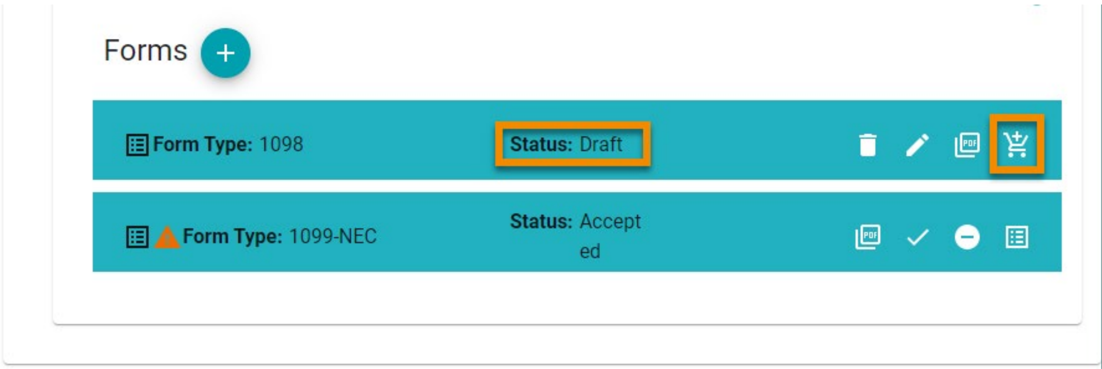


4. If a form has a **Warning** alert icon in the tile, click the icon to view the warning. If necessary, make corrections to the form before adding the form to the cart.



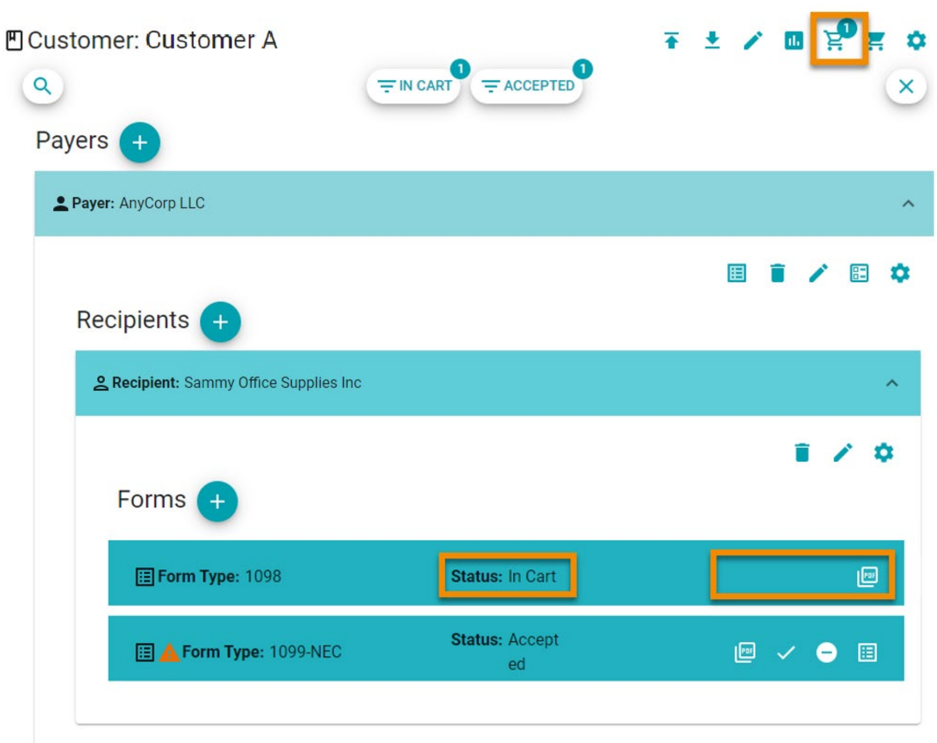
5. Click the **Add to Cart** icon:  for a form in the "Draft" status.

   NOTE: Forms that are in the "Accepted" status cannot be added to the cart (i.e., forms already submitted and accepted by the IRS).



The following occurs in the Customer dashboard:

- The status of the form changes to "In Cart" in the form tile.
- The number associated with **Cart** icon in the Customer toolbar increase.
- Action buttons in the Form tile are removed (except **View Doc**) while the form is in the cart.



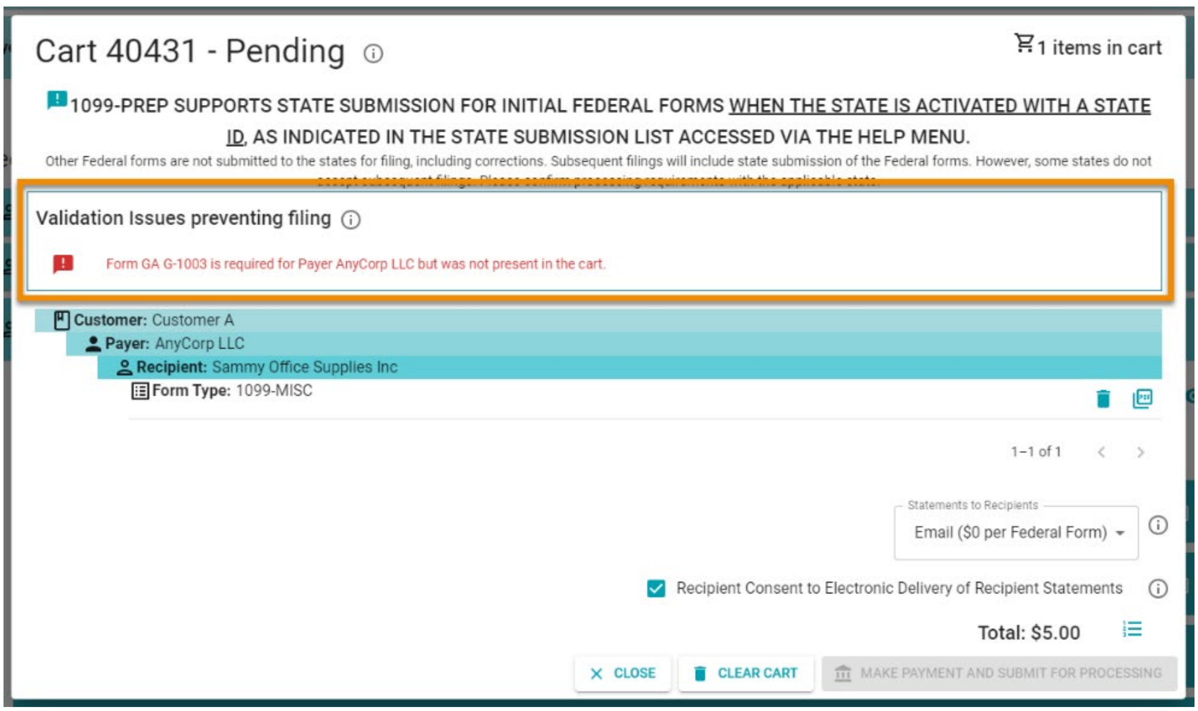
You can add more forms or access the cart and make payment.

11.2.1 Adding State Reconciliation Forms to the Cart

Some states require specific federal tax forms to be submitted to the state with an accompanying state reconciliation tax form if taxes were withheld in the state (e.g., 1099-MISC form). In these instances, the appropriate state reconciliation form must be submitted with the federal tax form to the state.

If the state reconciliation tax form is NOT submitted to the state with its related federal tax form, then 1099-Prep prevents the federal tax form from being submitted to the state.

If you add to a cart a federal tax form that contains state withholding information, a validation issue displays in the cart indicating what state reconciliation form is needed:

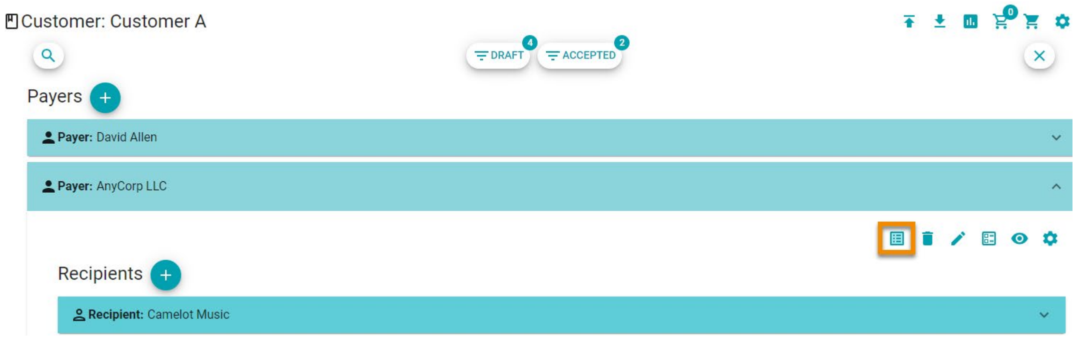


Do the following to add state reconciliation forms to the cart so federal tax forms can be submitted to a state:

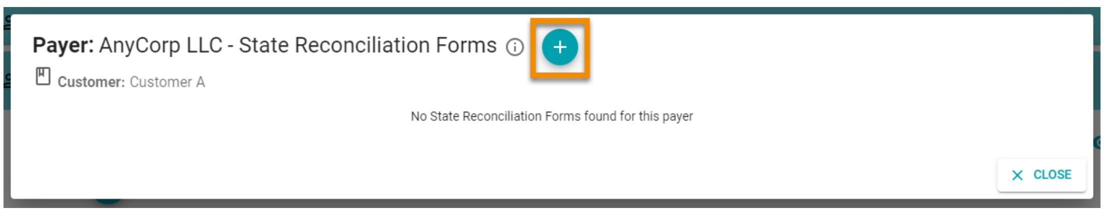
NOTES:

- A state account must be created for the payer to add state reconciliation forms (see Manage State Accounts).
- Federal forms must have state payer ID selected in the appropriate field (see Adding State Withholding to Federal Tax Forms).

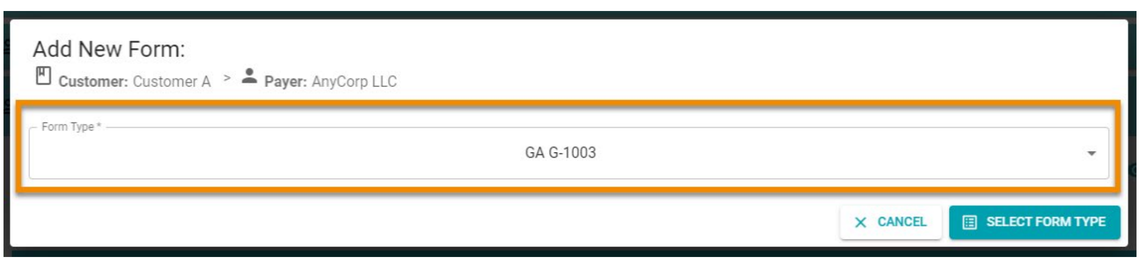
1. Expand the payer tile in the Dashboard that is associated with the federal tax form.
2. Click the **Manage State Reconciliation Forms** icon: in the expanded payer.



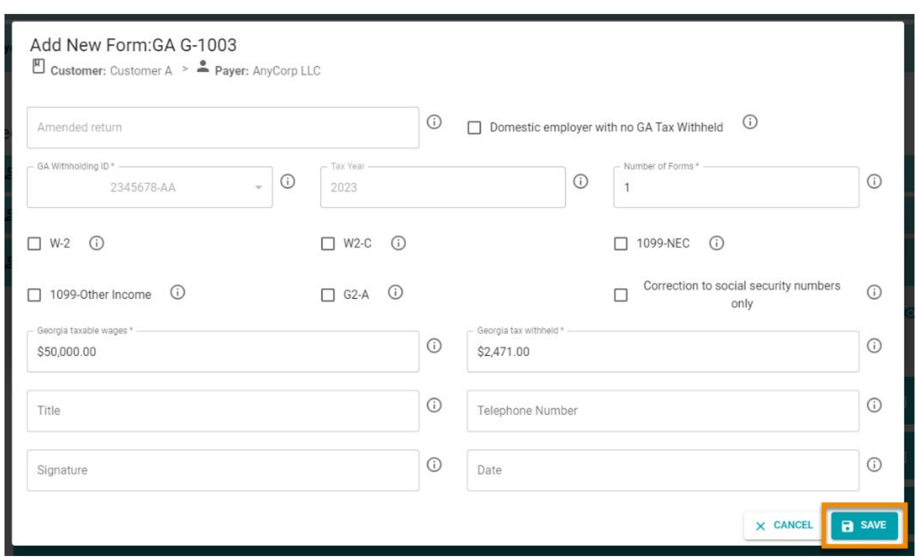
3. In the **Add Form** button in the State Reconciliation Forms prompt.



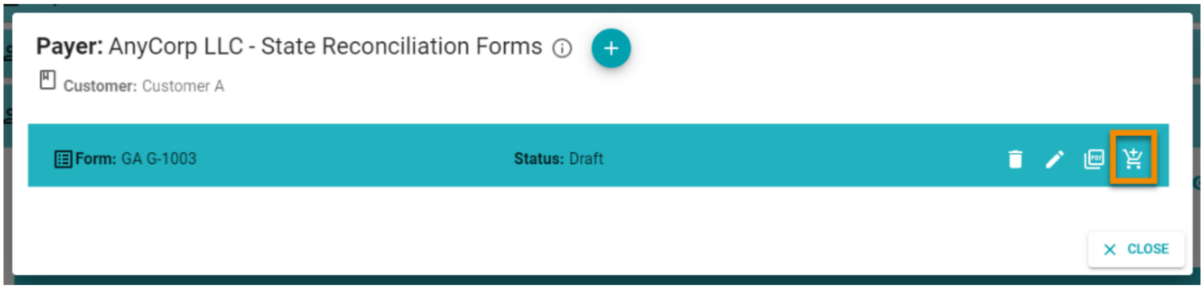
4. Click the **Form Type** drop-down menu in the Add New Form prompt and select the state reconciliation form.
5. Click **SELECT FORM TYPE** button.



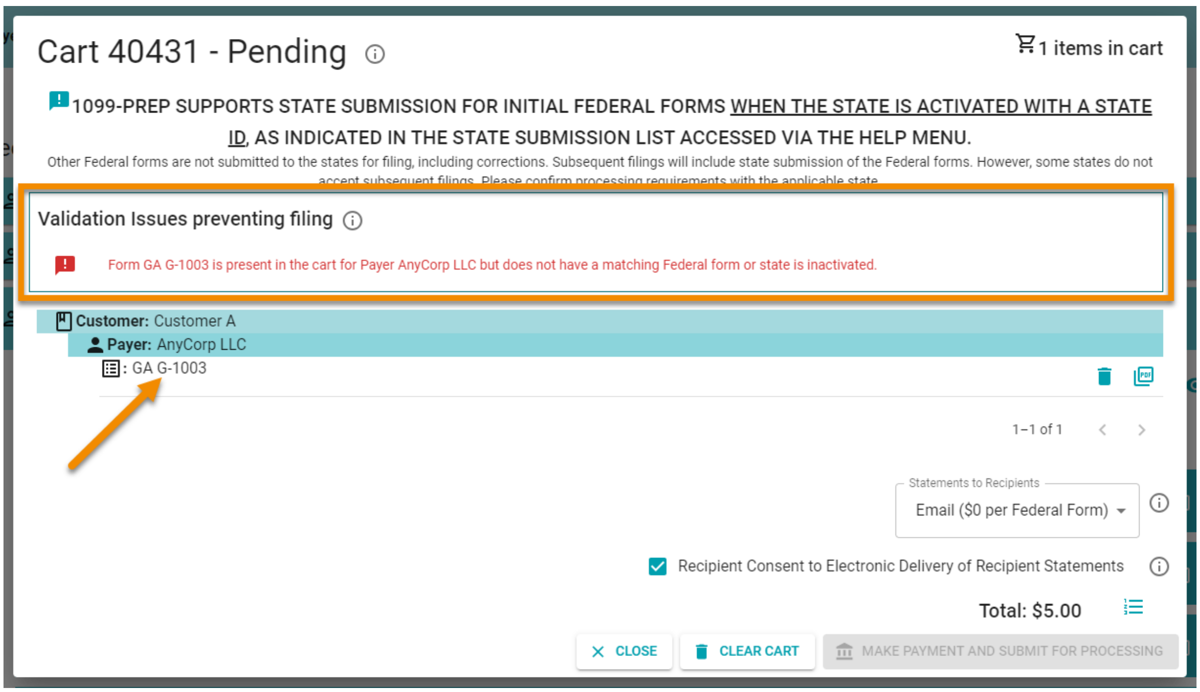
6. Enter required information in state reconciliation form fields in the Add New Form prompt.
7. Click the **SAVE** button.



8. Click the **Add to Cart** icon: in the State Reconciliation Forms prompt.
9. Click the **CLOSE** button in the State Reconciliation Forms prompt.



When you access the cart, the reconciliation form is listed. If you have not added the federal tax form associated with the state reconciliation form, a validation issue displays. Add the federal tax form as normal to the cart (see Adding Forms to the Cart).

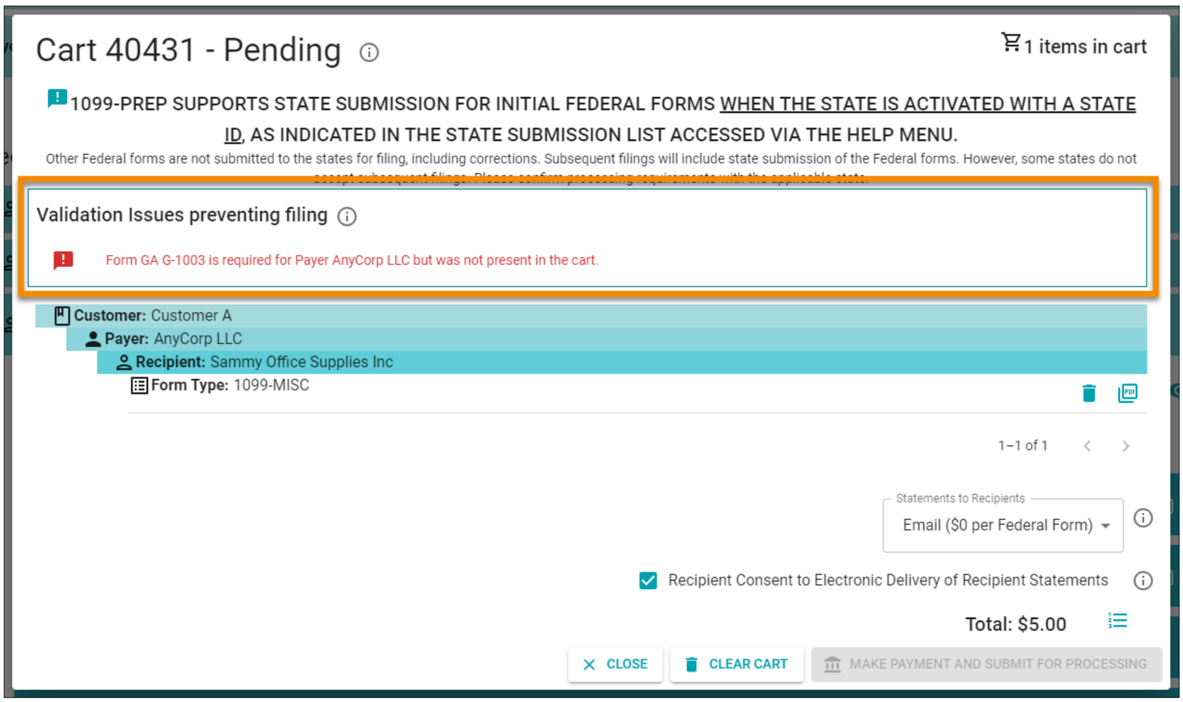


11.3 Cart Validations

After adding forms to the cart, 1099-Prep scans forms for errors and missing information when you add a form to the cart.

If errors or missing information is found, a Validation Issue panel displays in the cart. The panel contains information about the validation issue.

NOTE: See Common Validation Issues and Resolutions for information on resolving cart validation issues.



If an error prevents you from submitting the form, do the following:

1. Delete the form in the cart.
2. Access the form in the customer account of the Dashboard.
3. Use the Edit Form feature to correct the error.
4. Add the form to the cart again and proceed to make payment.

11.3.1 Common Validation Issues and Resolutions

The table below listed common reasons for cart validation issues and links to sections that have steps to resolve the issue:

Common Validation Issue	See section:
Missing state reconciliation forms in cart	Adding State Reconciliation Forms to the Cart
Incomplete or missing withholding data for state filing	Adding State Withholding to Federal Tax Forms
State submissions is not enabled for the Payer	Manage State Accounts
Missing email address in Payer profiles when selecting to send statements to recipients	Missing Recipient Email Addresses

11.4 Cart Actions

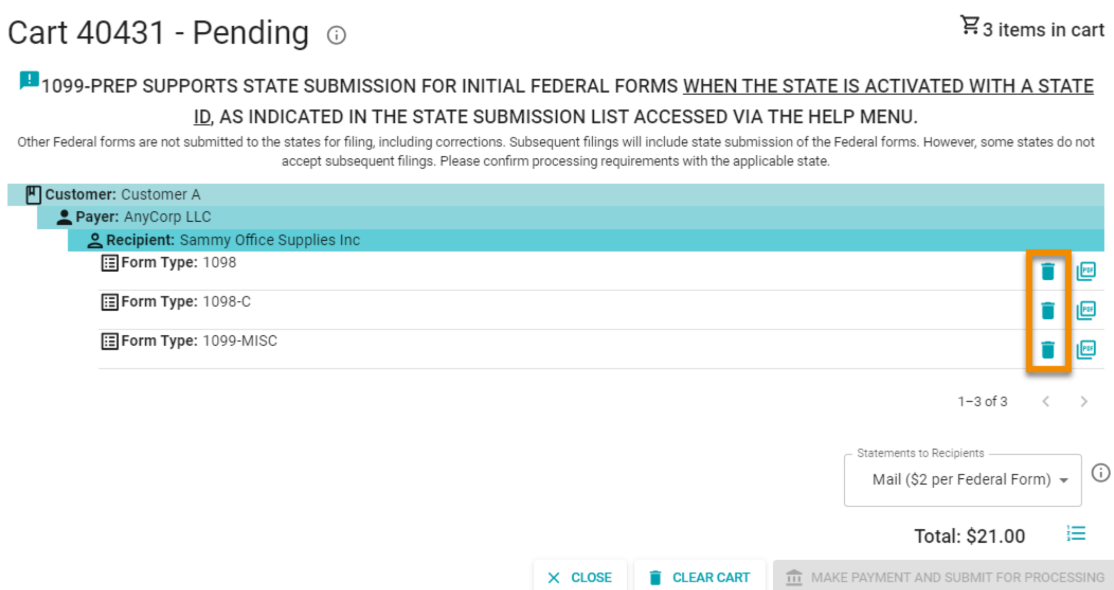
Before making payment and submitting forms in the cart, you can take the following actions:

- Deleting Forms from the Cart
- Clearing Cart of all Forms
- Previewing Forms in the Cart
- Sending Statements to Recipients.

11.4.1 Deleting Forms from the Cart

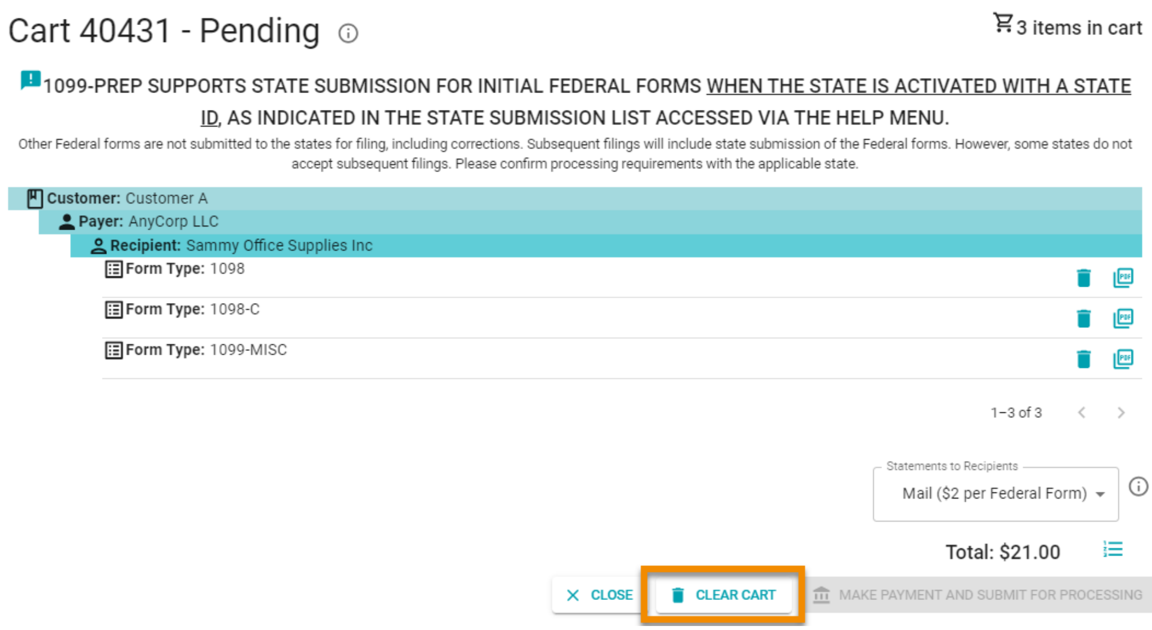
You can delete forms in the cart by clicking the **Delete** icon: for a listed form.

If necessary, deleted forms can be added from the Forms panel again (see Adding Forms to the Cart).



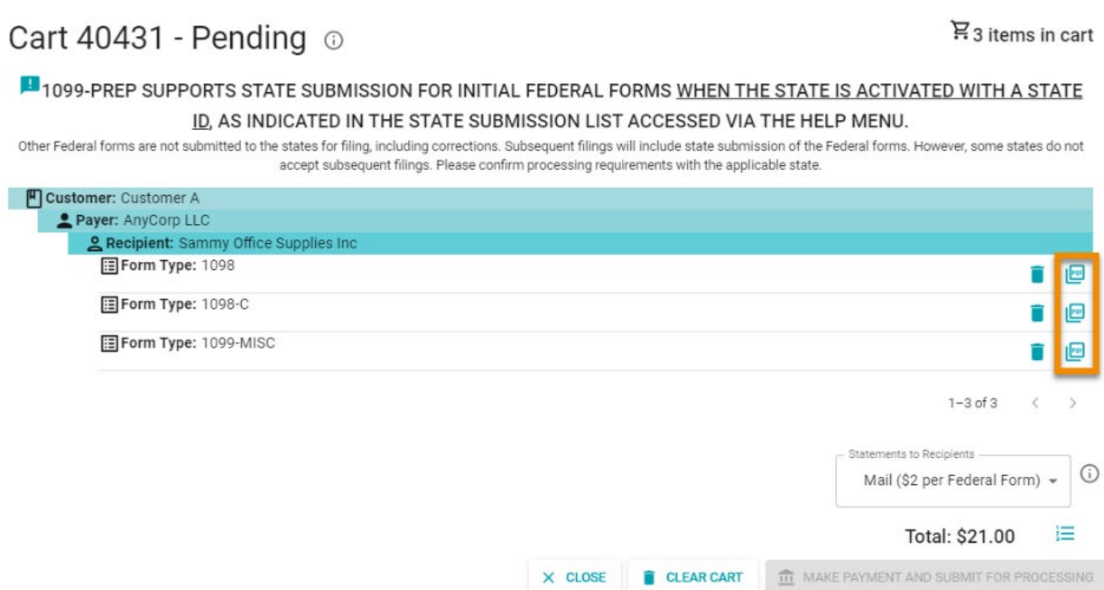
11.4.2 Clearing Cart of all Forms

To clear all forms from the cart, click the **CLEAR CART** button:



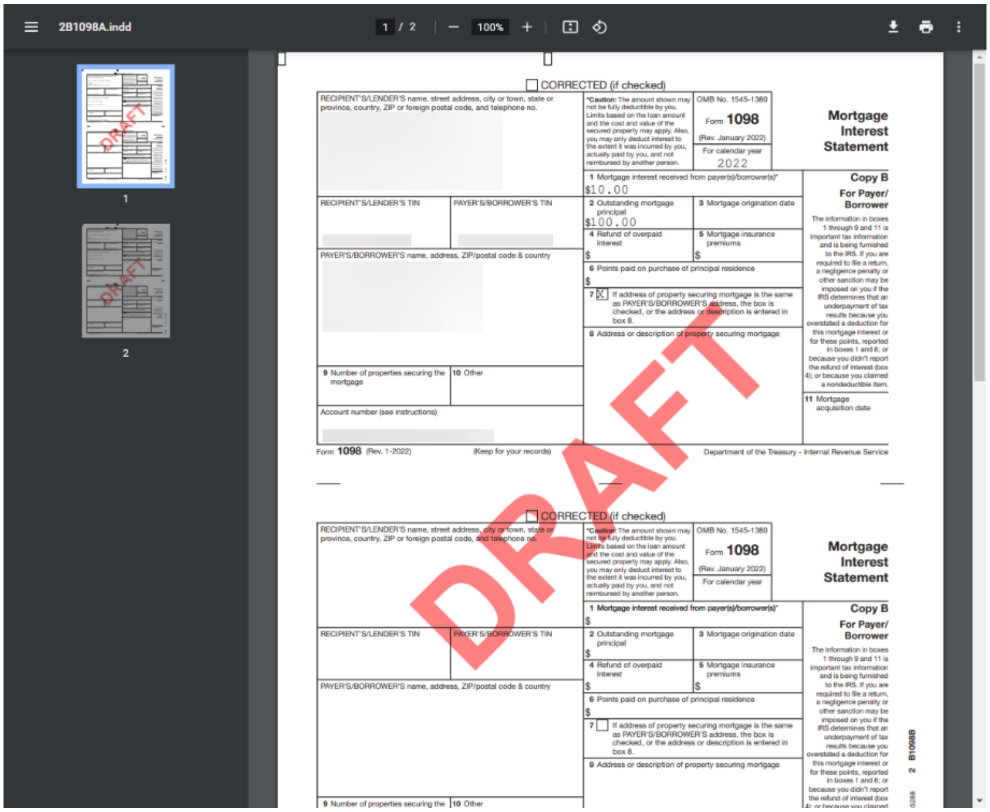
11.4.3 Previewing Forms in the Cart

If you need to preview a form before submission, click the **View Doc** icon: for a listed form.



A copy of the form downloads to your computer in PDF form. Open the PDF to view the form. Forms contain all the data you entered while preparing the form.

NOTE: Forms are watermarked with “DRAFT”. The watermark is not on forms submitted to the IRS and states.



11.4.4 Sending Statements to Recipients

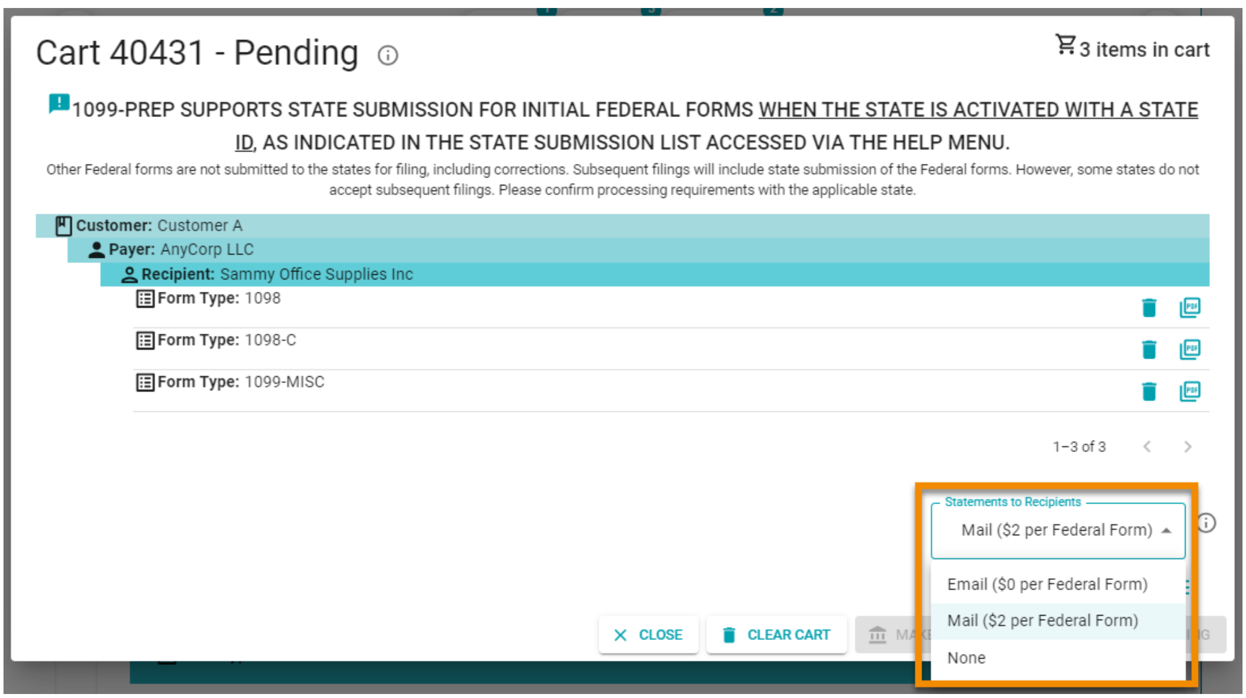
When completing the payment and submission process in the cart, you have the option to choose if recipients receive statements of tax forms you file.

IMPORTANT: If you want some statements to be mailed and other delivered electronically by email, you must create different carts for each delivery method. This may impact state filing if that is a requirement for where you are filing.

To choose if recipients receive statements of tax forms:

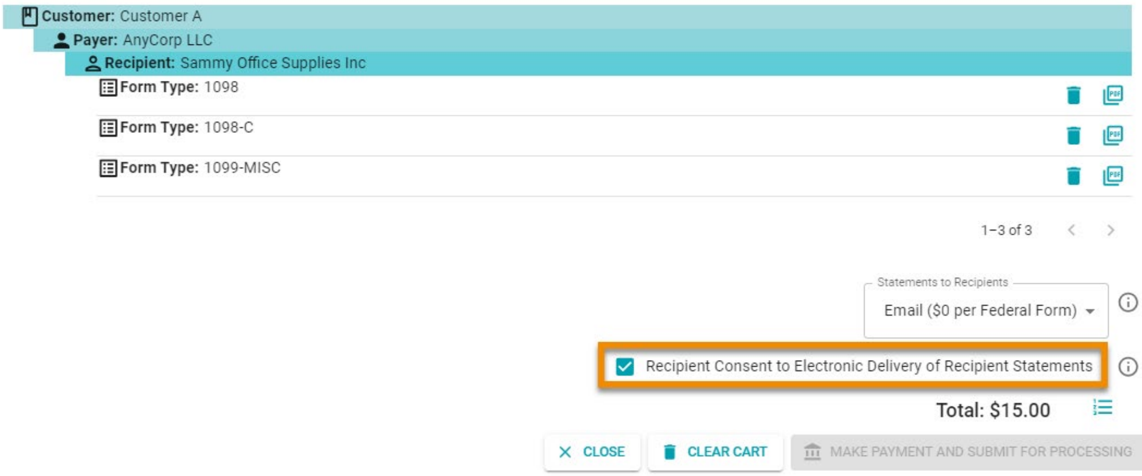
1. If necessary, access the cart that contains forms.
2. Click the **Statements to Recipients** drop-down menu and select an option. See the image and table below for definition of options in the drop-down menu.

   NOTE: The cost of sending statements to recipients displays in parenthesis next to each option in the **Statements to Recipients** drop-down menu. Cost applies to each form in the cart.



Statements to Recipients Options	Definition
Email	An email titled "Recipient Form" is sent to the recipient's email address. The email contains a link that allows the recipient to access tax statements in 1099-Prep. Emails are sent on the same day as submissions. **NOTES:** • An email address MUST be present in the Recipient profile (see Missing Recipient Email Addresses). • If you receive an **Error** alert icon: while attempting to send statements, edit the recipient's email address and use the **Statements to Recipient** icon: to resend the email statements (see Errors Sending Statements to Recipient Email Addresses).
Mail	Statements for ALL forms in the cart will be mailed to the address of the recipient. During tax season, statements are mailed within 2 to 3 business days once received by 1099-Prep's mail service. From March through December, statements are mailed twice per week. **NOTE:** Forms submitted by 5 p.m. (Eastern) on the filing deadline each year will be processed and mailed prior to the midnight deadline.
None	No statements will be sent to the recipient. **NOTE:** You can generate statements of tax forms using the **Reports** feature and send them manually to recipients. See Generating Recipient Forms Reports.

3. If you choose to email statements, you must check the **Recipient Consent to Electronic Delivery of Recipient Statements** box prior to payment and submission.



4. Click **MAKE A PAYMENT AND SUBMIT FOR PROCESSING** to finish making payment in the cart.

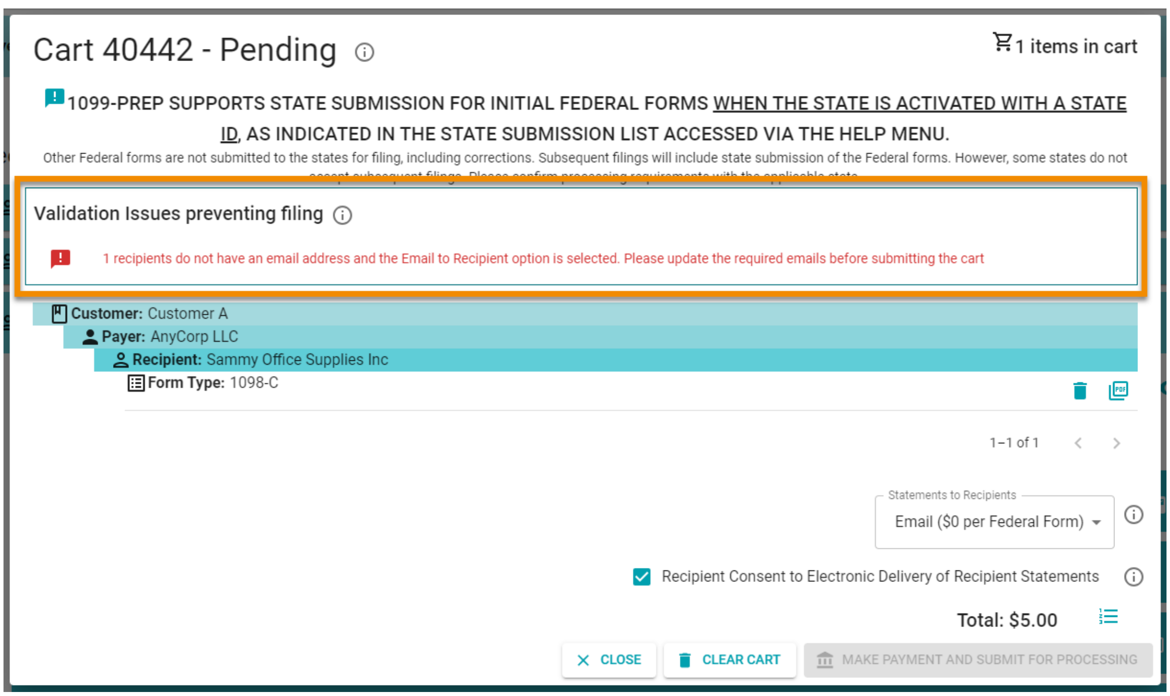
If you chose to email recipients, 1099-Prep sends the recipient an email titled "Recipients Form" that contains a link that allows the recipient to access tax statements in 1099-Prep.

The recipient must login into 1099-Prep with the last 4 digits of their TIN, SSN, or EIN number.

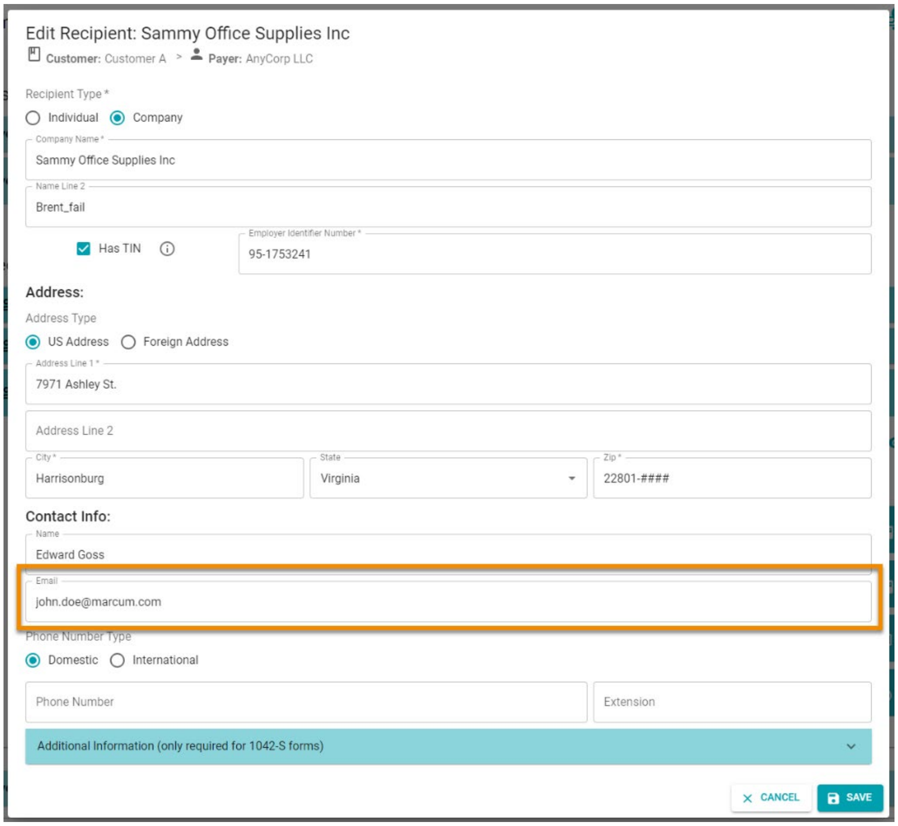
11.4.4.1 Missing Recipient Email Addresses

If you choose to have statements emailed to recipients, the email address MUST be defined for ALL recipients of tax form statements.

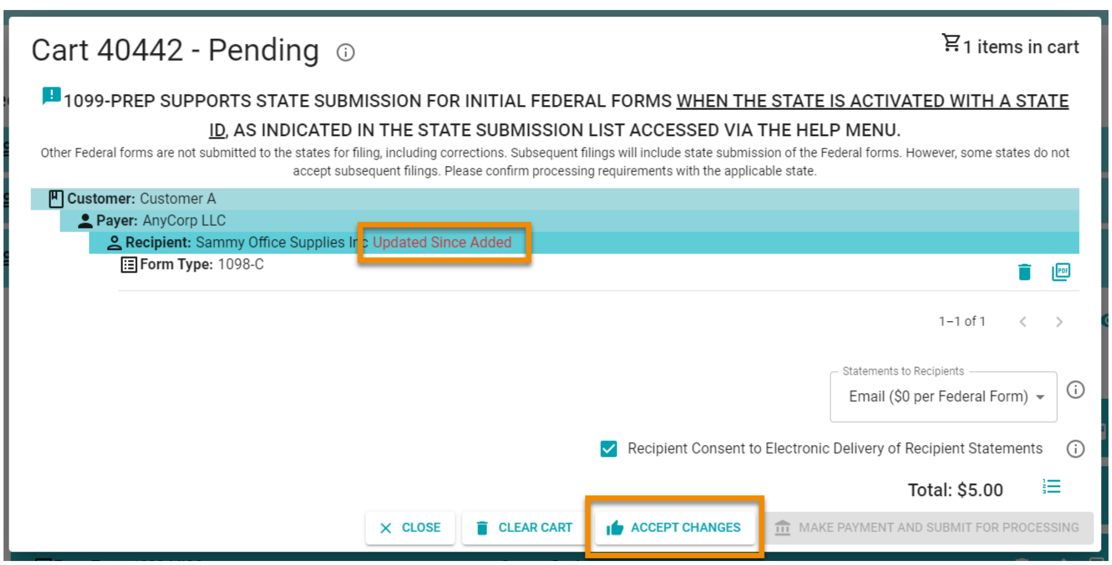
If an email address is missing for ANY recipient of a form, a cart Validation Issue displays in the cart, and you will not be able to make payment until an email is defined for EACH recipient.



To update the email address of recipients, in the **Recipients** section of a customer profile, click the **Edit** icon: and edit the **Email** field (see Editing Recipients).



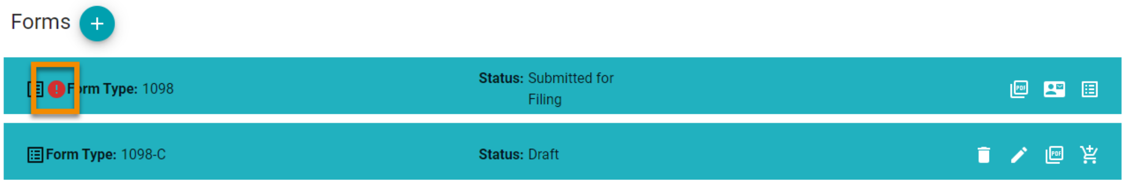
After saving edits, return to the cart. “Updated Since Added” displays next to the name of the recipient you edited. Click the **ACCEPT CHANGES** button and proceed to make payment.



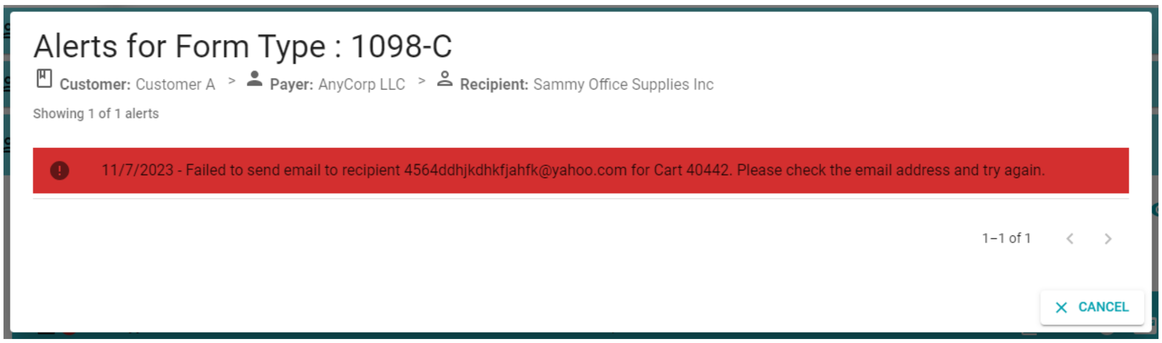
11.4.4.2 Errors Sending Statements to Recipient Email Addresses

If a recipient email address is invalid when sending statements, an **Error** alert icon:  displays on the form tile.

The recipient will not receive access to statements until email address issues are resolved.

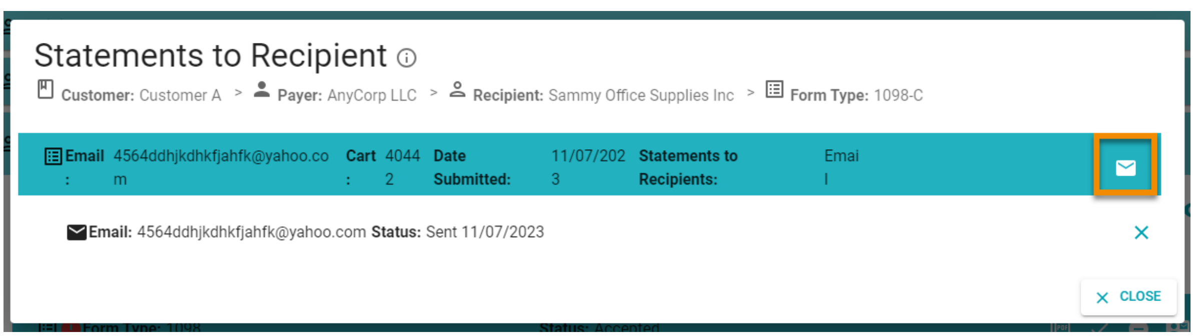


Click on the **Error** icon to open the Alerts prompt and see more details about the alert.



To resolve invalid recipient email addresses:

1. Ensure the email of the recipient is correct by editing the recipient.
2. Resend the statements to the same (or edited) email address by clicking the **Statements to Recipient** icon: in the form tile and then clicking the **Resend Email** icon: in the prompt (see Viewing Statements to Recipients).



11.5 Making Payments

After [adding forms to the cart](), you can make payment. Once payment is made, forms are automatically submitted to federal and state for processing.

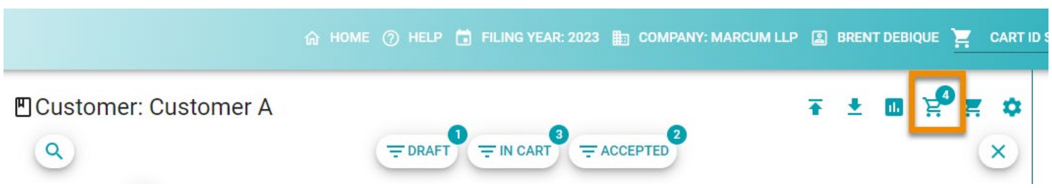
Acceptable payments are:

- The preconfigured payment method based on your company invoice agreement with 1099-Prep.

  NOTE: If you need information on your company's invoicing agreement, contact [Support]().
- By credit or debit card.

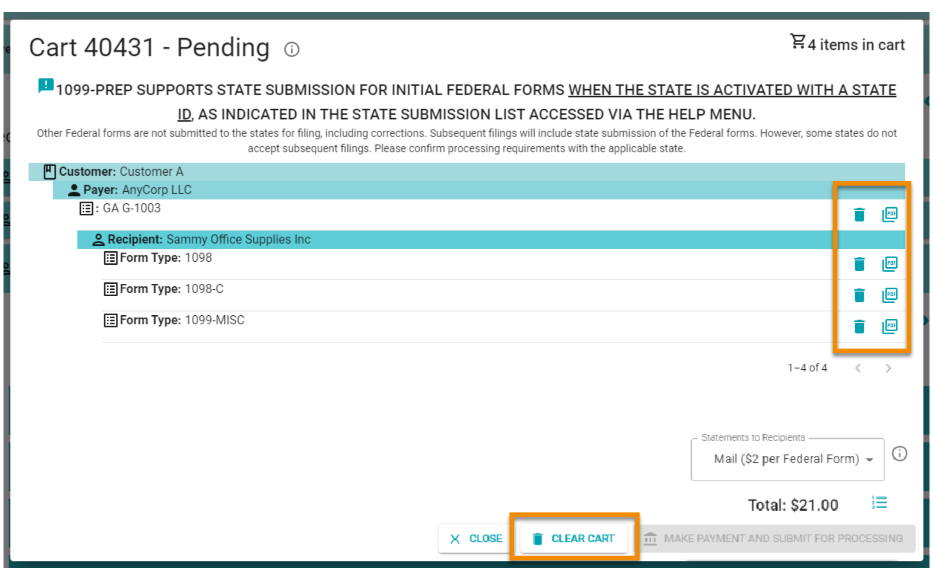
To make a payment:

1. [Access 1099-Prep]().
2. Use the Customer List to select a customer account in the Dashboard (see [Searching Customer List]()).
3. Access the customer's cart by clicking the **Cart** icon  in the Customer toolbar.

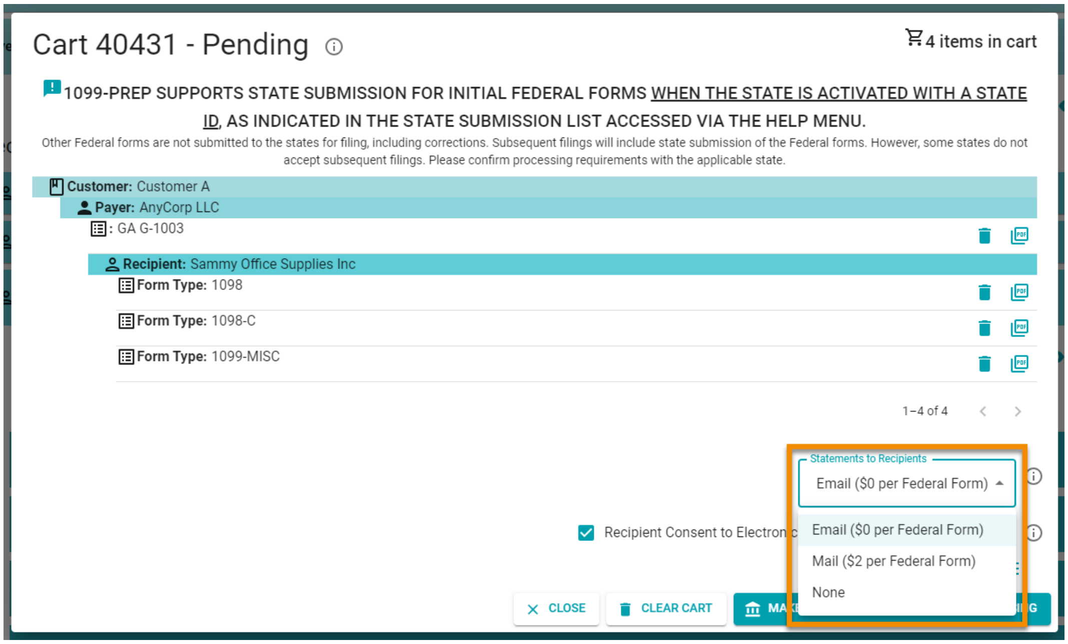


4. (Optional) Use [cart actions]() to delete forms, preview forms, or clear the cart.

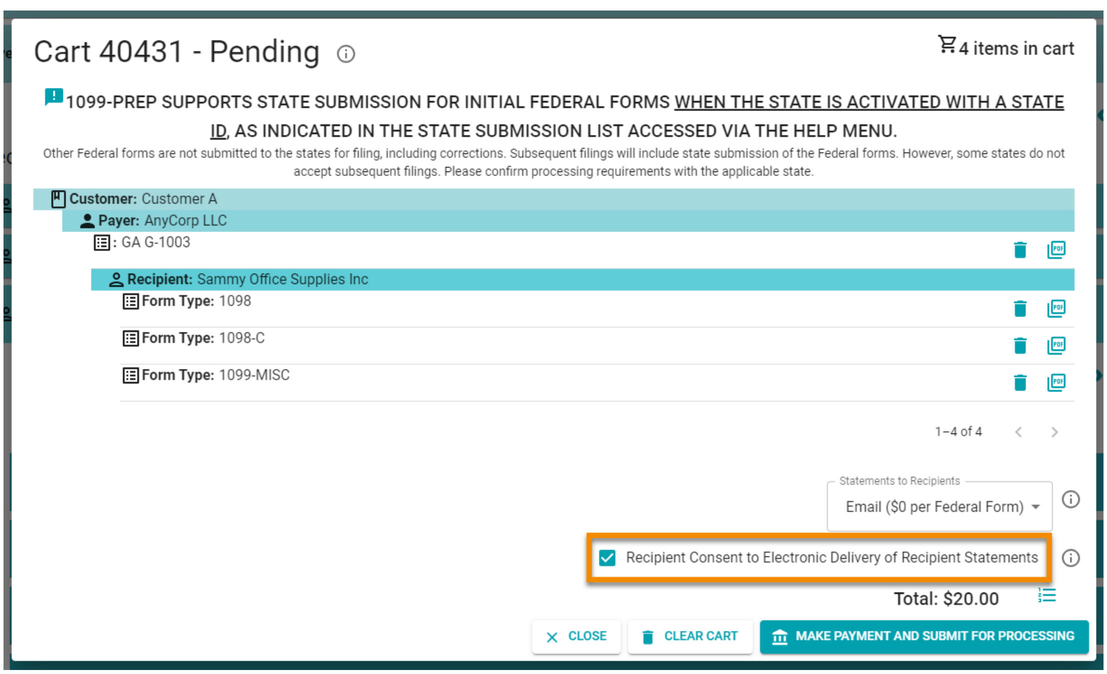
   NOTE: If a state reconciliation tax form is submitted with an associated tax form, the state reconciliation form is listed under the related Payer in the cart (see [Adding State Reconciliation Forms to the Cart]()).



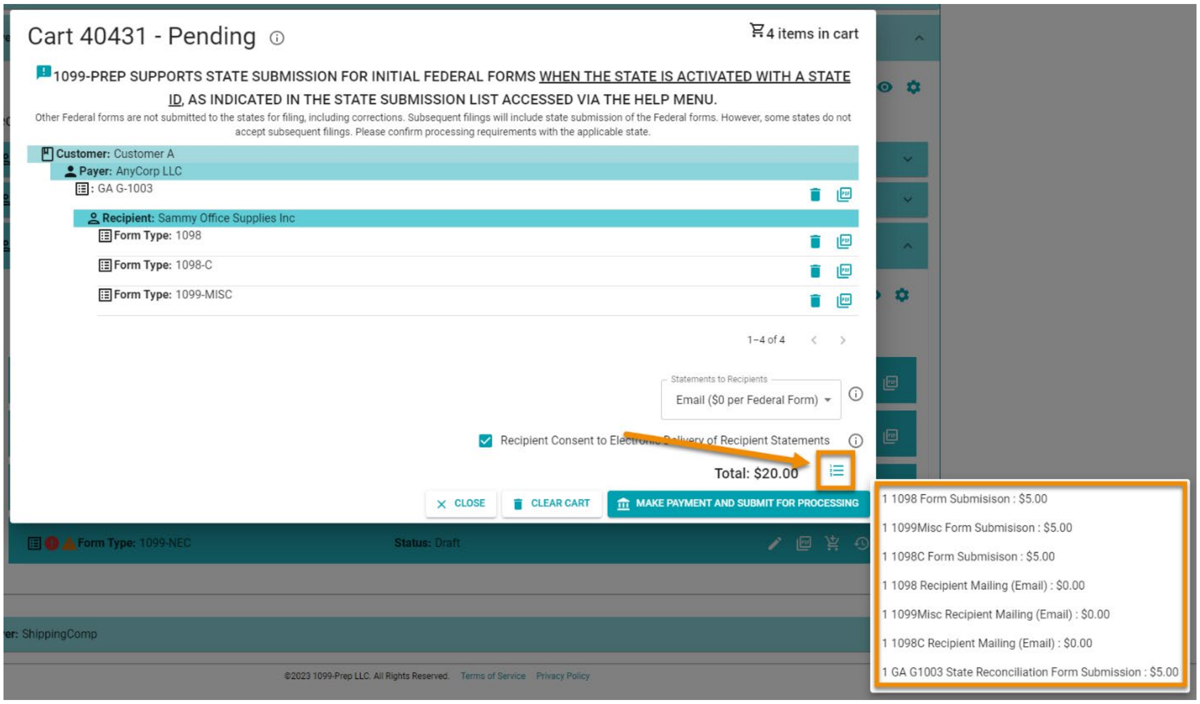
5. Click the **Statements to Recipients** drop-down menu and select an option (see Sending Statements to Recipients).



6. If sending statements to recipients by email, check the **Recipient Consent to Electronic Delivery of Recipient Statements** box (see Sending Statements to Recipients).



7. (Optional) Click the click the **Detailed Cost List** icon: to see a break-down of cost, by form and statement recipient submission.

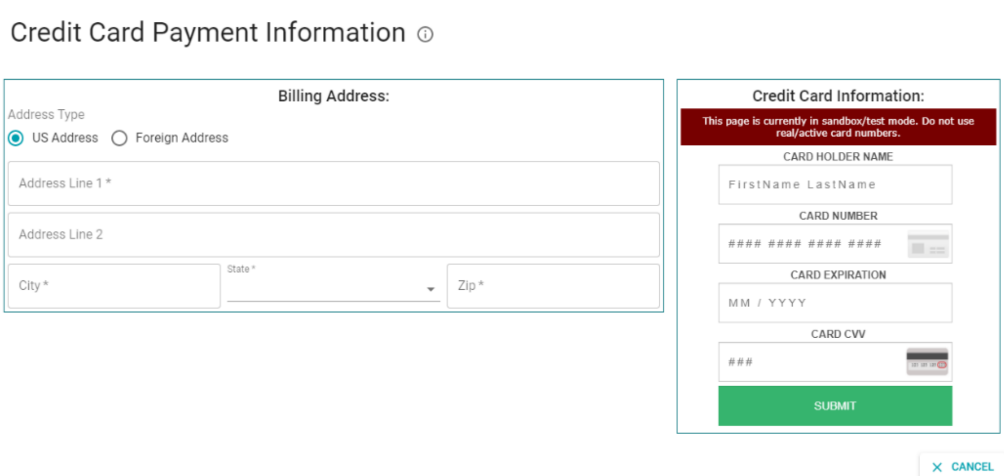


8. Click **MAKE A PAYMENT AND SUBMIT FOR PROCESSING** in the cart.

   IMPORTANT: If your organization has an invoicing agreement with 199-Prep, you will NOT be required to enter credit card information. You may be prompted to enter customer specific information prior to submission (e.g., engagement numbers). Contact [Support] for more information.

9. (Optional) If you do NOT have an invoicing agreement with 1099-Prep, the Credit Card Payment prompt displays. In these cases, you must pay by credit or debit card.

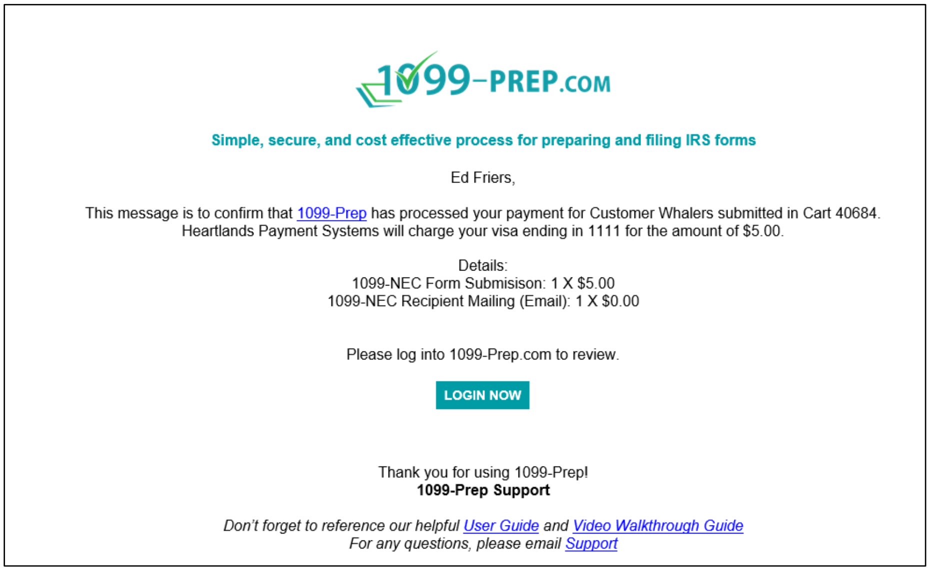
   Enter your credit or debit card information in the fields and click **SUBMIT**.



After making payment, 1099-Prep performs a final validation of forms BEFORE charging your payment method and submitting the forms to the IRS and/or state.

If issues are found with any form, payment is NOT processed and the status of the form(s) changes to “Failed”. Payment will not be processed for all forms in the cart (see Failed Submissions).

If no errors are found, your payment method is charged, and the forms are submitted to the IRS and/or state. 1099-Prep will send a “Cart Submissions Results” email to the email address associated with your 1099-Prep account.



Simple, secure, and cost effective process for preparing and filing IRS forms

Ed Friers,

This message is to confirm that 1099-Prep has processed your payment for Customer Whalers submitted in Cart 40684. Heartlands Payment Systems will charge your visa ending in 1111 for the amount of $5.00.

Details:
1099-NEC Form Submisison: 1 X $5.00
1099-NEC Recipient Mailing (Email): 1 X $0.00

Please log into 1099-Prep.com to review.

LOGIN NOW

Thank you for using 1099-Prep!
1099-Prep Support

Don't forget to reference our helpful User Guide and Video Walkthrough Guide
For any questions, please email Support

You can keep track of the status of your submission by returning to the Forms section of the customer account in the Dashboard and viewing the Status (see Submission Process).

11.5.1 Large Volume Submissions and API Filing

If you are either filing large volumes of tax forms or you are interested in filing tax forms by API, you can contact sales support@1099-prep.com to enter into an invoicing agreement.

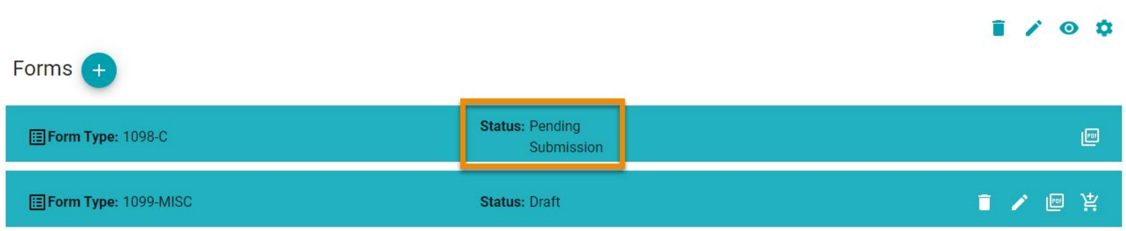
Pricing discounts are available for large volume companies (1000+ submissions).

11.6 Submission Process and Form Status

After making a payment in the cart, 1099-Prep performs the automated submission process. During this process, 1099-Prep does the following:

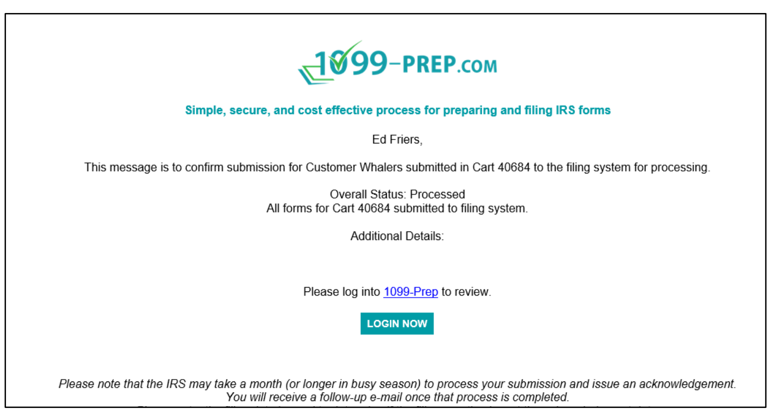
1. Performs a final validation of forms submitted (see Failed Submissions).
2. Submits forms to the IRS and/or state and charges your payment method.
3. Sends to your 1099-Prep account email updates on the status of your tax forms with the IRS and/or state.

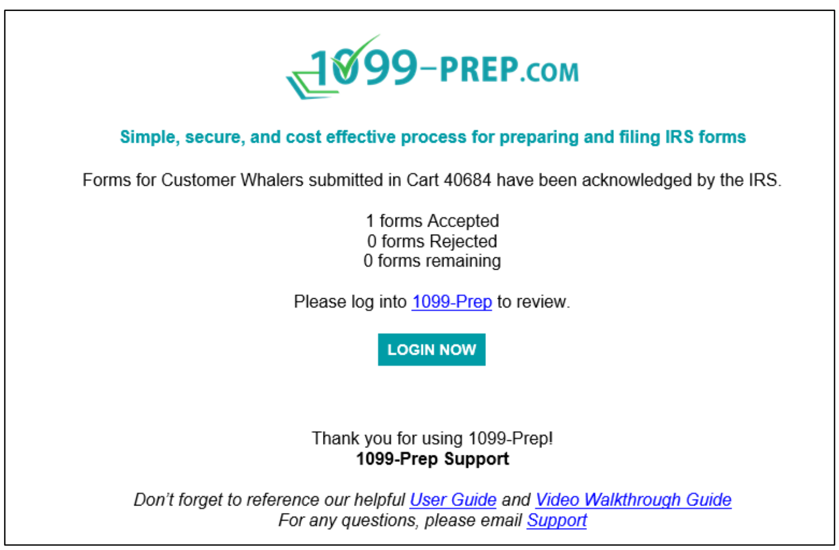
Status of your submission is displayed on form tiles of each form you submit:



The table below defines statuses that display on form tiles during the submission process.

NOTE: For tracking state tax form submissions, see Status of State Submissions.

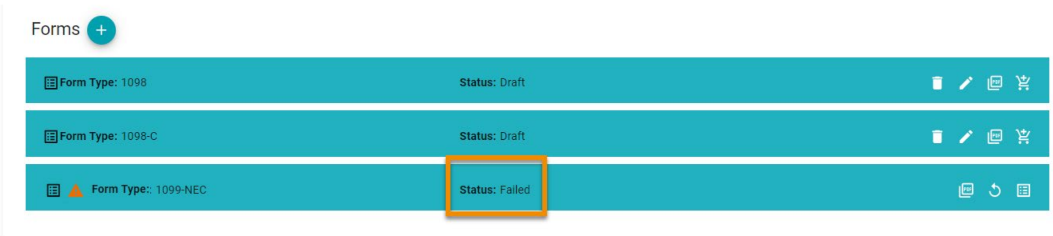
Form Status	Definition
Pending Submission	1099-Prep runs final validation on all forms in the cart. If an error is found in any form, payment is not processed for forms in the cart. Status of the forms that contain the error changes to "Failed" (see Failed Submissions). If no errors are found, the Status of forms changes to "Submitted for Filing". Additionally, 1099-Prep sends the "Cart Submissions Results" email to the email address associated with your 1099-Prep account: 

Form Status	Definition
Submitted for Filing	1099-Prep sends forms to the IRS and/or state for filing and processes your payment. The status of forms changes to “Submitted for Filing.”
Pending IRS Review	When the IRS begins processing the form, the status will be updated to “Pending IRS Review.” **NOTE:** The IRS typically takes 1-2 weeks to process forms. Processing could take longer in during tax filing season (i.e., possibly up to a month).
Accepted	The IRS has accepted the tax form and no changes are required. If you find an error on a tax form that has been accepted, use the **Correction** icon: on a form tile to correct the form and resubmit (see Correcting Forms). If you filed an incorrect tax form or need to correct payer or recipient information on a form, use the **IRS Negate** icon: on a form tile to negate the form, add a corrected tax form, and resubmit (see Negating Forms).  **Simple, secure, and cost effective process for preparing and filing IRS forms** Forms for Customer Whalers submitted in Cart 40684 have been acknowledged by the IRS. 1 forms Accepted 0 forms Rejected 0 forms remaining Please log into 1099-Prep to review. LOGIN NOW Thank you for using 1099-Prep! **1099-Prep Support** *Don't forget to reference our helpful User Guide and Video Walkthrough Guide* *For any questions, please email Support*
Rejected	The IRS has rejected the tax form. You will receive a rejection notice detailing the reason or the rejection. You can use the **Reopen** icon: in the form tile to return the form to the "Draft” status and edit the form (see Reopening Forms).

Form Status	Definition
Failed	The submission to the IRS and/or state failed because of a validation issue. **NOTES**: • Failed tax forms are not submitted to the IRS. Make sure to correct the form before the deadline to avoid late filing penalties (see Correcting Forms). • An alert icon appears on a form tile. Click the icon to see more information about the failure. In these cases, you must resolve the issue with the form, add the form to cart, and resubmit to the IRS (see Failed Submissions).

11.6.1 Failed Submissions

If issues are found with any form during the final validation check after payment is submitted, your payment method is NOT charged and the Status of the form(s) with issues changes to "Failed" in the forms section.



You can click the **Warning** (⚠) or **Error** (❗) alert icons to see more information about the failure (see Form Alerts). You may need to contact support for clarification on the message.

In these cases, you must resolve the issue with forms, add them to the cart, and make payment again (see Common Validation Issues and Resolutions).

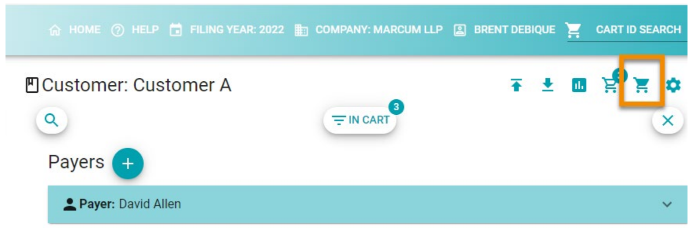
11.6.2 Status of State Submissions

The process or filing state tax forms varies, depending on the state. Forms are marked "Filed to State". To confirm the status of a state submission, contact the state's tax authority.

If a state tax form is rejected, you will receive an email from the state's tax authority, providing details of rejection.

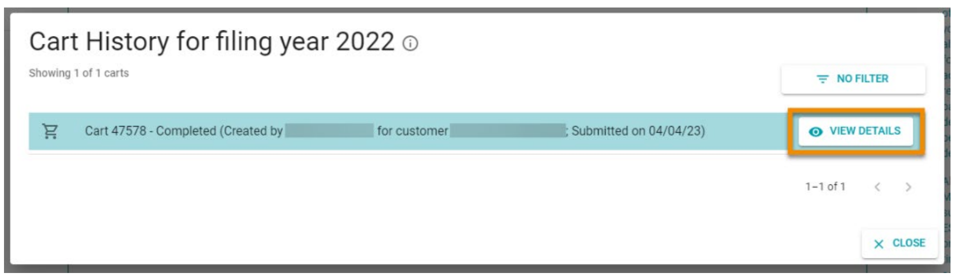
11.7 Cart History

Click the **Cart History** icon: in the Customer toolbar to open the Cart History prompt.



The Cart History prompt shows all previous tax form submissions. Details about the submission display in tiles.

To review the cart, click **View Details.**

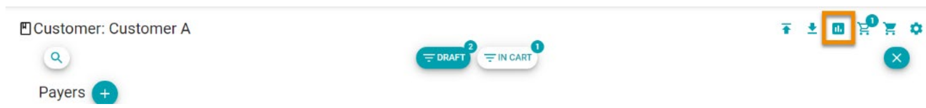


12 Reporting

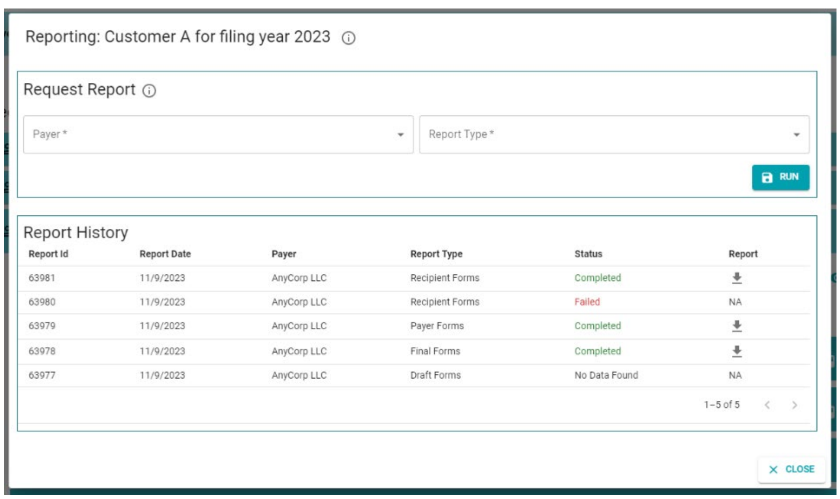
The Reports feature allows you to generate various types of reports. Reports available are:

- Copies of tax forms for records or review. Tax forms can be generated by type (draft or submitted tax forms) and by Payer or Recipient.
- A summary of total tax forms drafted or submitted by a Payer. This can be used to account for all tax forms being filed.
- 1096 and W-3 tax documents for tax forms you generate in Reports.

Click the **Reporting** icon: in the Customer toolbar to access the reports feature.



At the bottom of the Reporting prompt is a record of recent reports generated. Click a **Download** icon: to download a report.

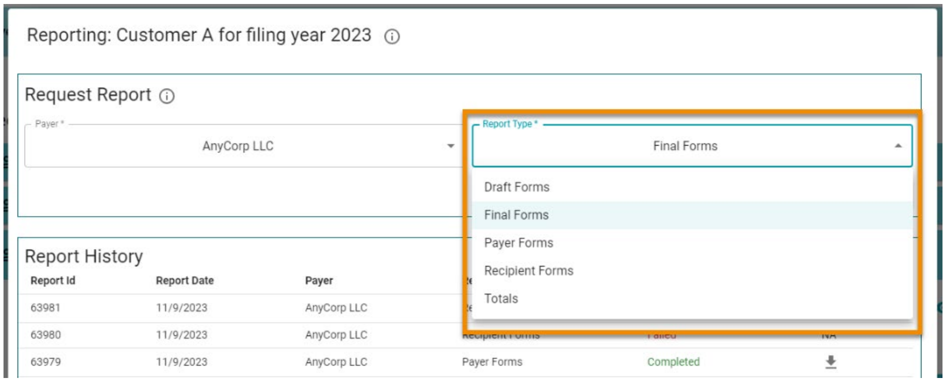


Sub-sections:

- Report Types
- Generating Draft Forms Reports
- Generating Final Forms Reports
- Generating Payer Forms Reports
- Generating Recipient Forms Reports
- Generating Totals Reports
- Report History

12.1 Report Types

The **Report Type** drop-down menu displays types of reports you can generate.



The table below lists Report Types available, a definition, and report options. All reports are generated by Payer.

Report Type	Definition
Draft Forms	Generate copies of tax forms in the “Draft” status (i.e., not yet submitted to the IRS/state). You can generate copies of specific types of draft tax forms, all draft tax forms, or draft tax forms added to specific carts (but not submitted).
Final Forms	Generate copies of tax forms submitted to the IRS and/or state. You can generate copies of specific types of tax forms submitted to the IRS or state, all forms submitted to the IRS/state, or tax forms from specific carts that were submitted to the IRS/state.
Payer Forms	Generate copies of tax forms associated with a specific payer.
Recipient Forms	Generate copies of tax forms associated with recipients of a payer.
Totals	Generate reports that totals the number of tax forms in the “Draft" status or submitted to the IRS and/or state in a selected cart.

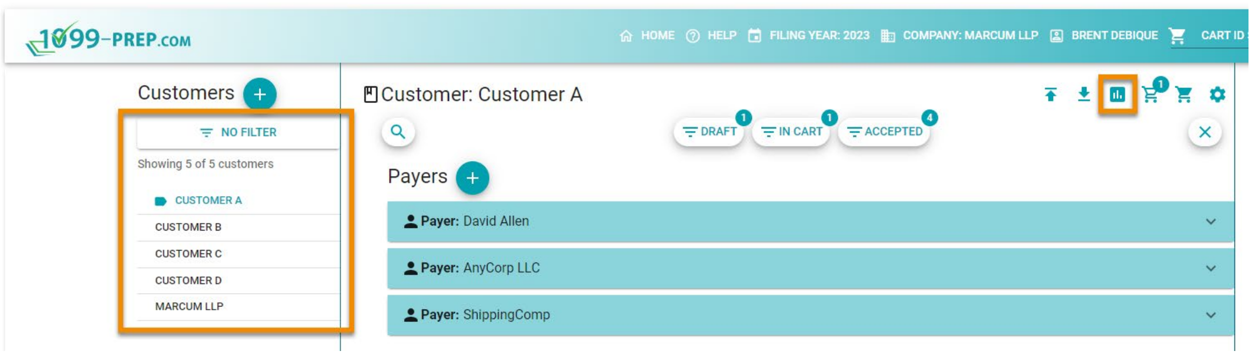
12.2 Generating Draft Forms Reports

You can create a report that contains copies of tax forms you have drafted in 1099-Prep, but not submitted to the IRS and/or state.

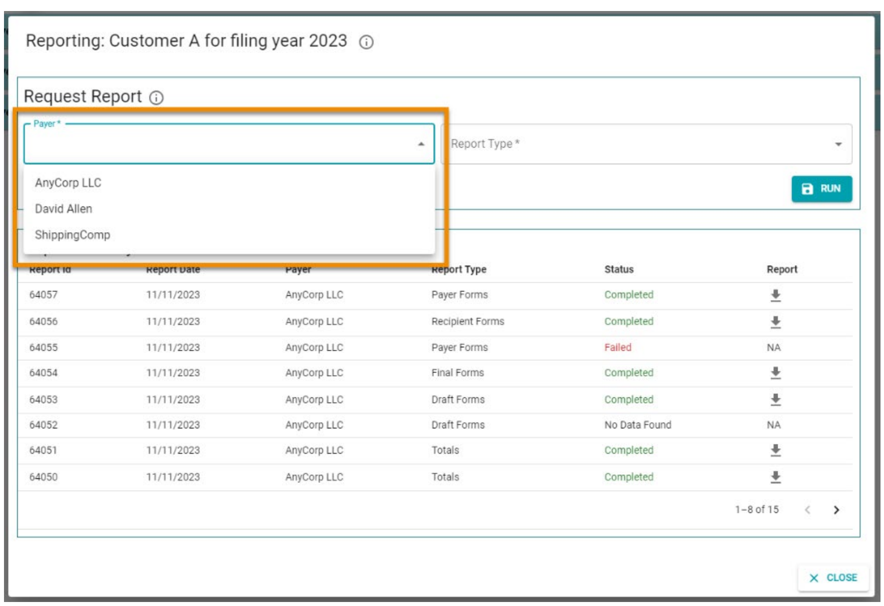
You can select specific types of tax forms you drafted and whether you want to include all tax forms of a type or only tax forms added to a specific cart. Additionally, you can choose to remove "DRAFT" watermarks on copies, redact recipient TIN numbers, and generate 1096 and/or W-3 forms based the type of tax forms in the report (i.e., 1099 or W-2 tax forms).

To create draft form reports:

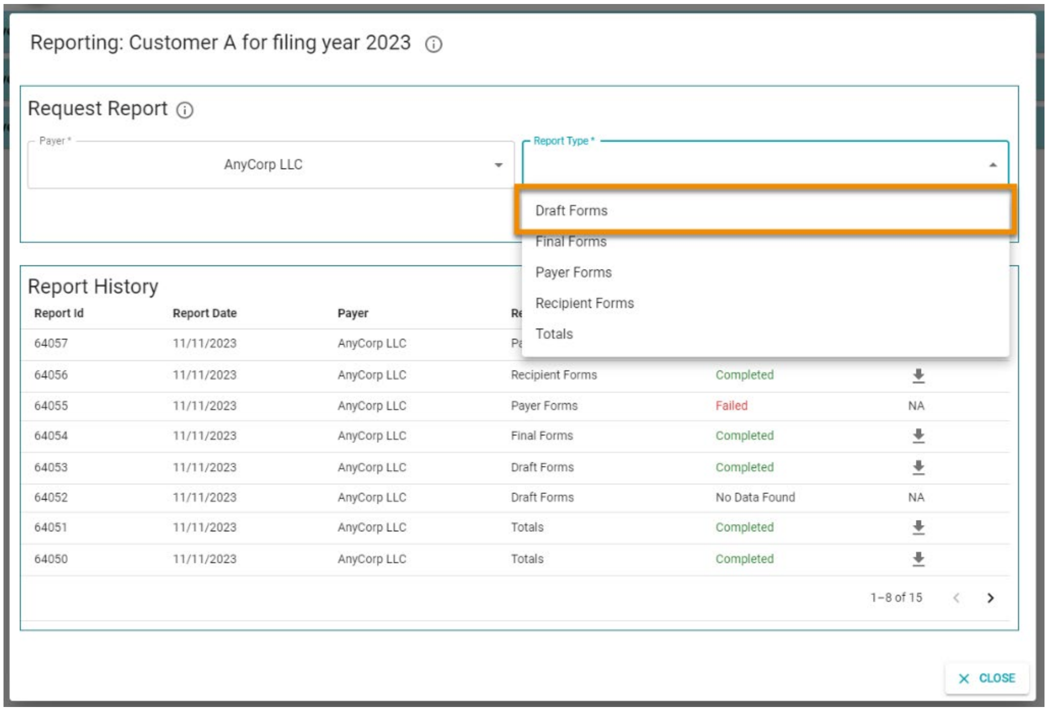
1. Use the Customer List to search for the customer that has the tax form data needed for the report (see Searching Customer List).
2. Access **Reports**: in 1099-Prep.



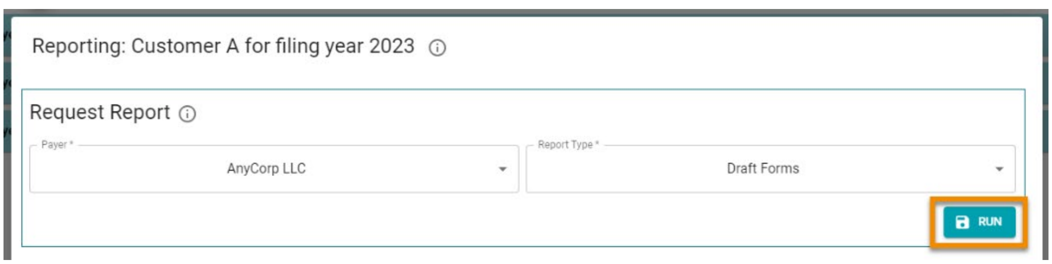
3. Click **Payer** in the Reporting prompt and select a payer associated with the tax forms you need to generate.



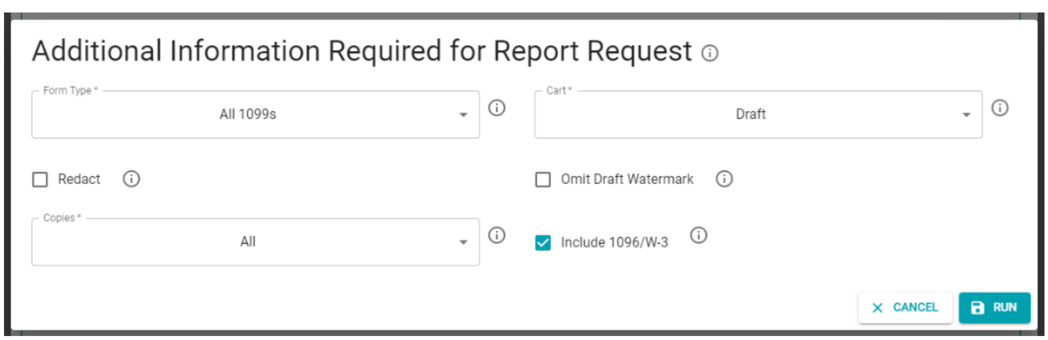
4. Click **Report Type** and select **Draft Forms** from the drop-down menu.



5. Click **RUN**.

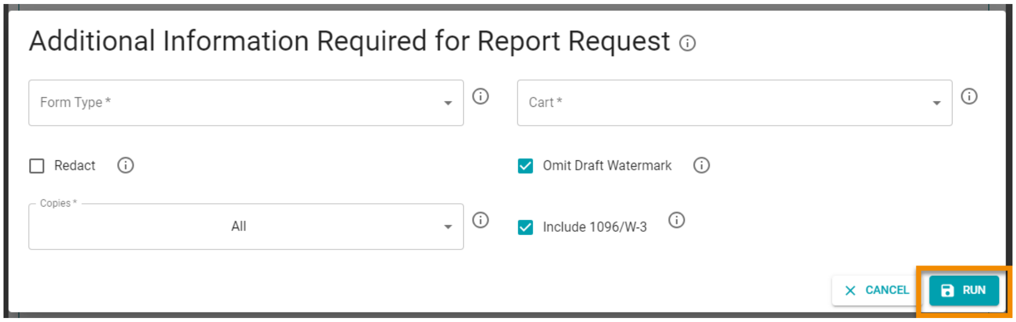


6. Select options in the Additional Information prompt. Use the image and table of definitions below to learn about options in the prompt.



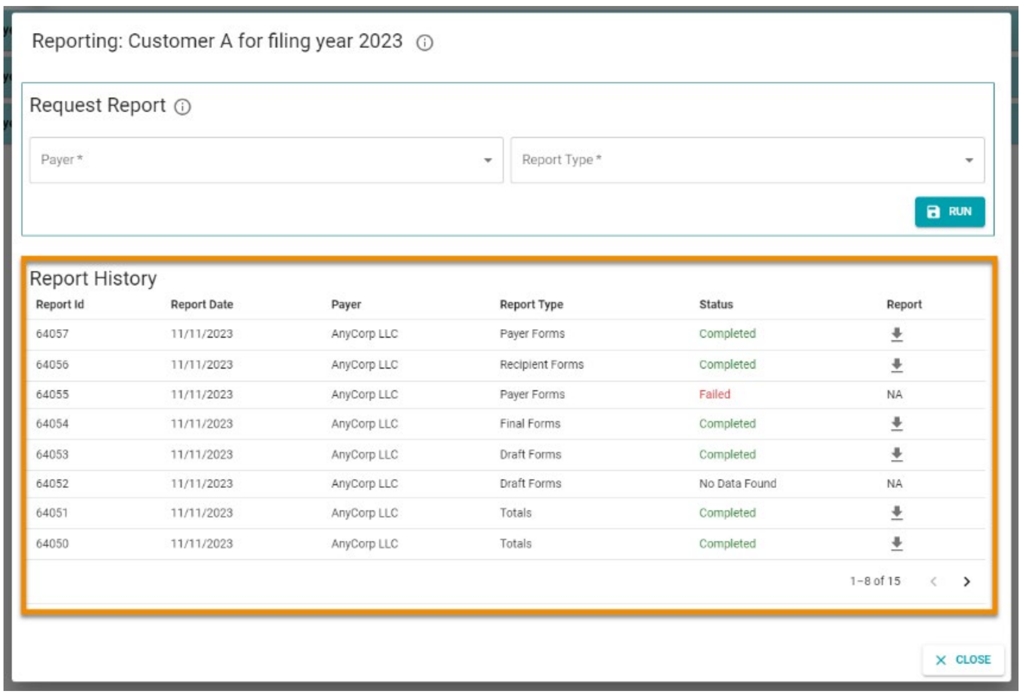
Additional Information Prompt Option	Definition
Form Type	Lists all types of tax forms of the Payer that is in the “Draft” status. Select a type of draft tax form to include it in the report. Select the **All 1099s** option in the drop-down menu to include all types of 1099 tax forms in the draft status in the report.
Cart	Lists all carts of the Payer that has a draft tax form added in the cart (see Adding Forms to the Cart). Select the **Draft** option in the drop-down menu to include all forms in the “Draft” status in the report, regardless of whether the form is in a cart. Forms included in the report is defined by the **Form Type** you selected. **IMPORTANT:** If the payer has no draft tax forms of the form type in the cart you selected, you will receive a “No Data Found” in the Status column of the Report History and no report will be generated.
Redact	Check to redact the recipient’s TIN number on recipient copies of tax forms in the report.
Omit Draft Watermark	Check to remove the “DRAFT” watermark on all copies of tax forms in the report.
Copies	Select the type of copies you want to generate in the report. Copy types available are the standard tax form copies from the IRS. **IMPORTANT:** If you select a type of copy that does not apply to tax forms of the report, “No Data Found” displays in the Status column of the Report History and no report will be generated.
Include 1096/W-3	Check to generate either a 1096 or W-3 form that summarizes information from draft tax forms. A 1096 form is generated if your report includes copies of 1099 forms. W-3 for is generated if your report includes W-2 forms.

7. Click **RUN** in the Additional Information prompt.



The report is processed. Once it is generated, it displays in the Report History section of the Reporting Prompt.

Click the **Download** icon: to download a PDF version of the report to your computer.



12.3 Generating Final Forms Reports

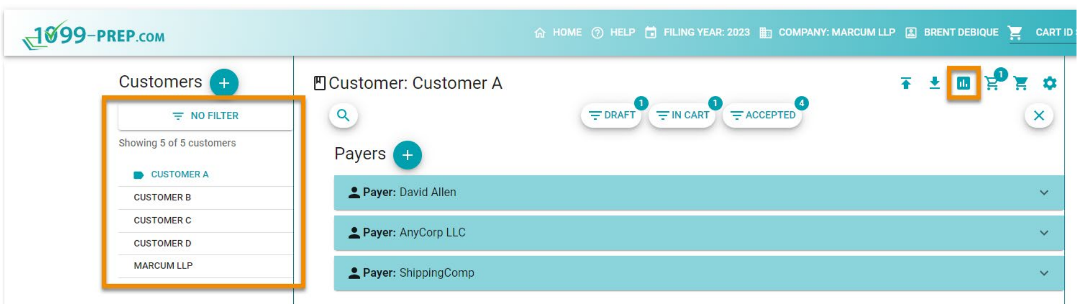
You can create a report that contains copies of tax forms you have submitted to the IRS and/or state through 1099-Prep.

You can select specific types of tax forms you submitted and whether you want to include all tax forms of a type or only tax forms submitted to the IRS/state from a specific cart. Additionally, you can redact recipient TIN numbers and generate 1096 and/or W-3 forms based the type of tax forms in the report (i.e., 1099 or W-2 tax forms).

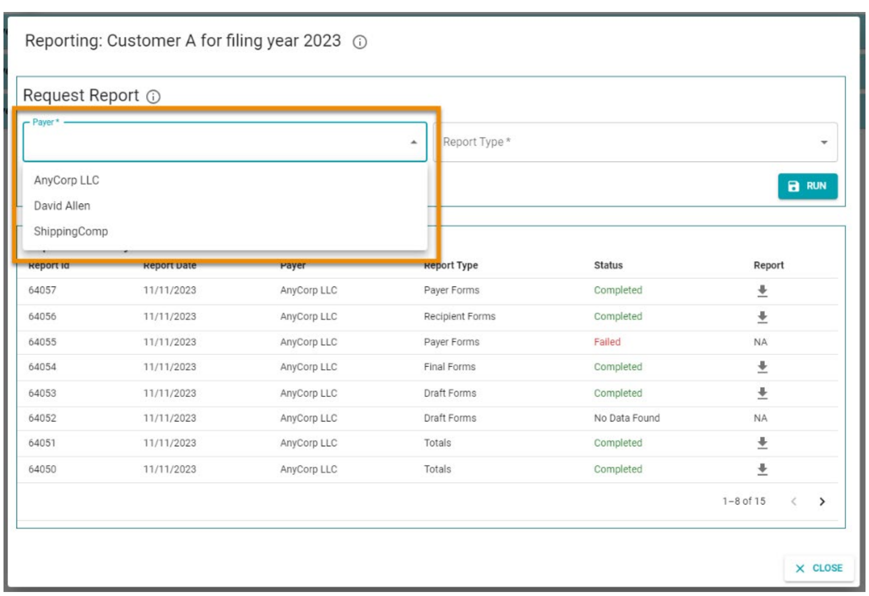
NOTE: Only the most recent tax forms submitted to the IRS/state are included in the report. If a form was corrected or negated, only the most recent form submitted to the IRS/state is included in the report.

To create final form reports:

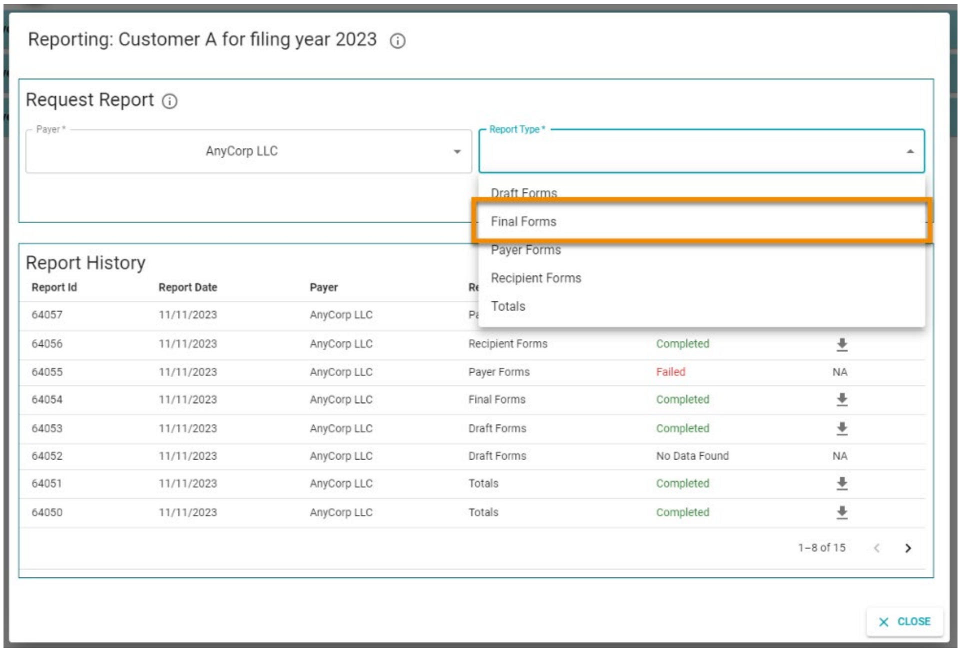
1. Use the Customer List to search for the customer that has the tax form data needed for the report (see Searching Customer List).
2. Access **Reports**: in 1099-Prep.



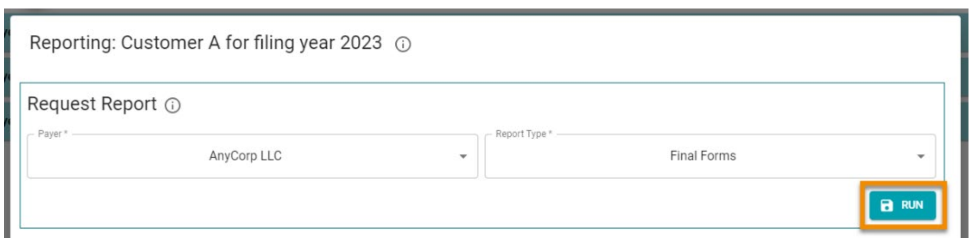
3. Click **Payer** in the Reporting prompt and select a payer associated with the tax forms you need to generate.



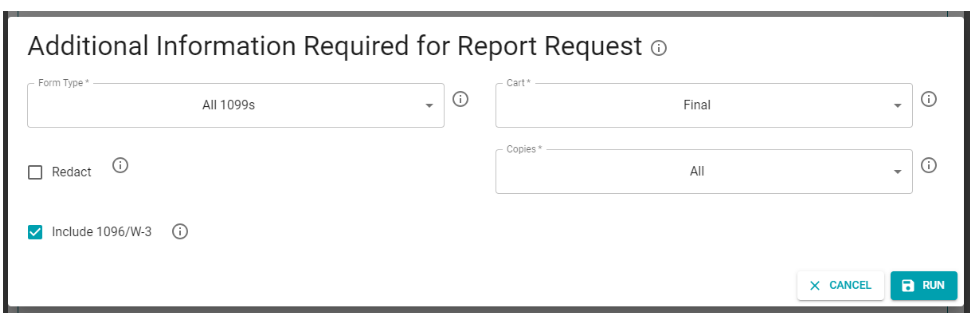
4. Click **Report Type** and select **Final Forms** from the drop-down menu.



5. Click **RUN**.



6. Select options in the Additional Information prompt. Use the image and table of definitions below to learn about options in the prompt.

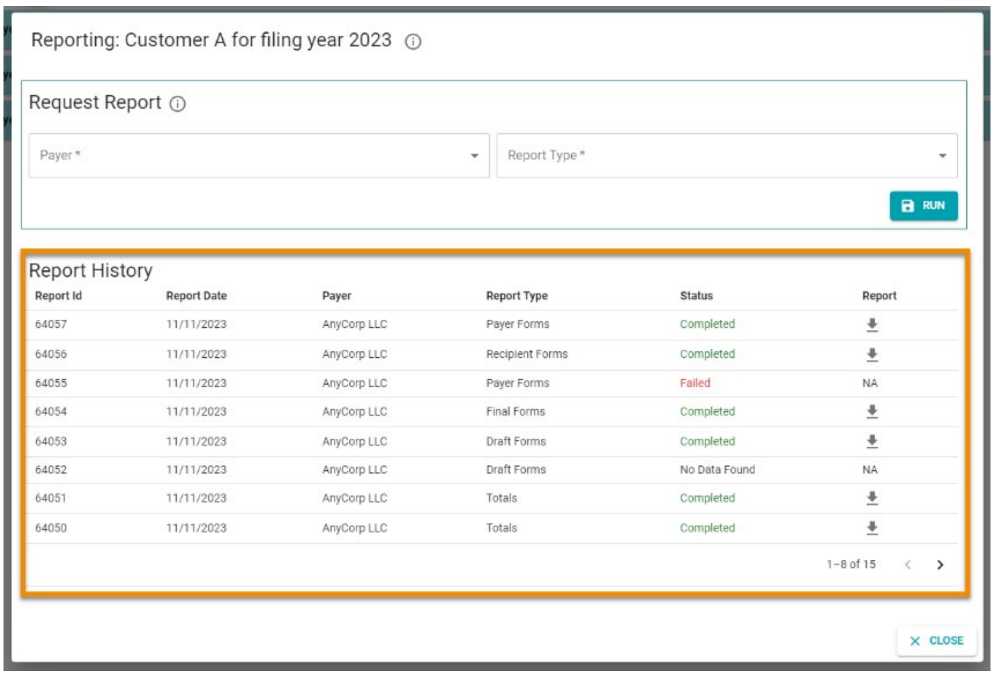


Additional Information Prompt Option	Definition
Form Type	Lists all types of tax forms of the Payer that were submitted to the IRS and/or state. Select a type of submitted tax form to include it in the report. Select the **All 1099s** option in the drop-down menu to include all types of 1099 tax forms submitted to the IRS/state in the report.
Cart	Lists all carts of the Payer had tax forms submitted to the IRS/state (see Adding Forms to the Cart). Select the **Final** option in the drop-down menu to include all forms submitted to the IRS/state, regardless of whether the form is in a cart. Forms included in the report is defined by the **Form Type** you selected. **IMPORTANT:** If the payer has no tax forms of the form type in the cart you selected, you will receive a "No Data Found" in the Status column of the Report History and no report will be generated.
Redact	Check to redact the recipient's TIN number on recipient copies of tax forms in the report.
Copies	Select the type of copies you want to generate in the report. Copy types available are the standard tax form copies from the IRS. **IMPORTANT:** If you select a type of copy that does not apply to tax forms of the report, "No Data Found" displays in the Status column of the Report History and no report will be generated.
Include 1096/W-3	Check to generate either a 1096 or W-3 form that summarizes information from draft tax forms. A 1096 form is generated if your report includes copies of 1099 forms. W-3 for is generated if your report includes W-2 forms.

7. Click **RUN** in the Additional Information prompt.

The report is processed. Once it is generated, it displays in the Report History section of the Reporting Prompt.

Click the **Download** icon: ⤓ to download a PDF version of the report to your computer.



12.4 Generating Payer Forms Reports

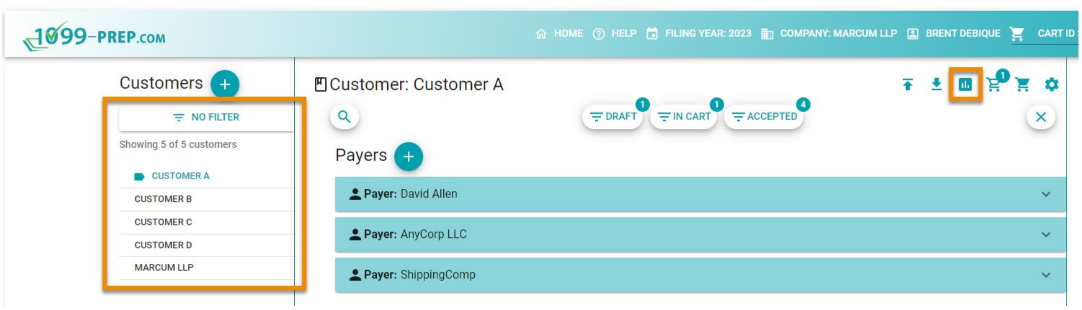
You can create a report that contains all copies of tax forms for a select payer submitted to the IRS and/or state through 1099-Prep.

This report provides a way for the payer to review copies based on form type and payer or recipient copies. Copies can be sent directly to payer for their records.

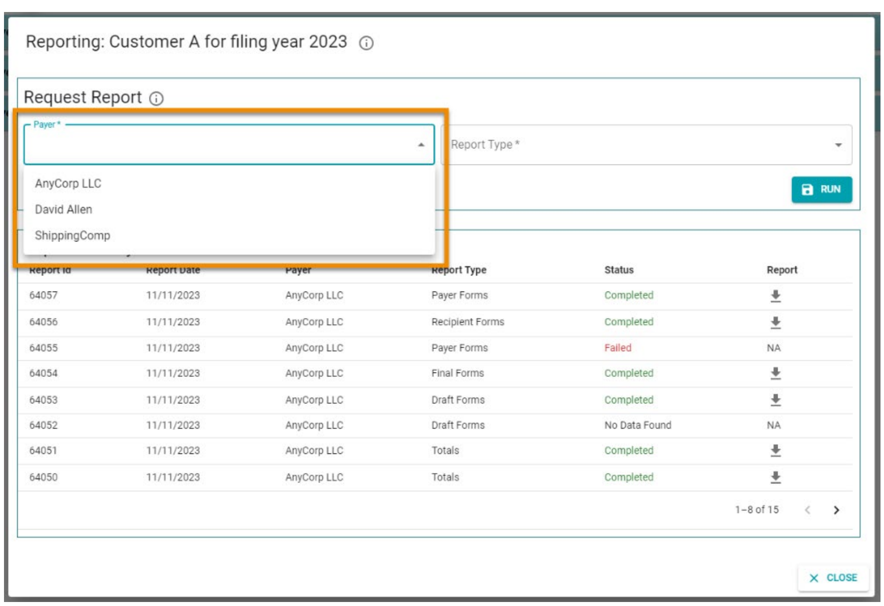
You can select specific types of tax forms you submitted and whether you want to include all tax forms of a type or only tax forms submitted to the IRS/state from a specific cart. Additionally, you can generate 1096 and/or W-3 forms based the type of tax forms in the report (i.e., 1099 or W-2 tax forms).

To create payer form reports:

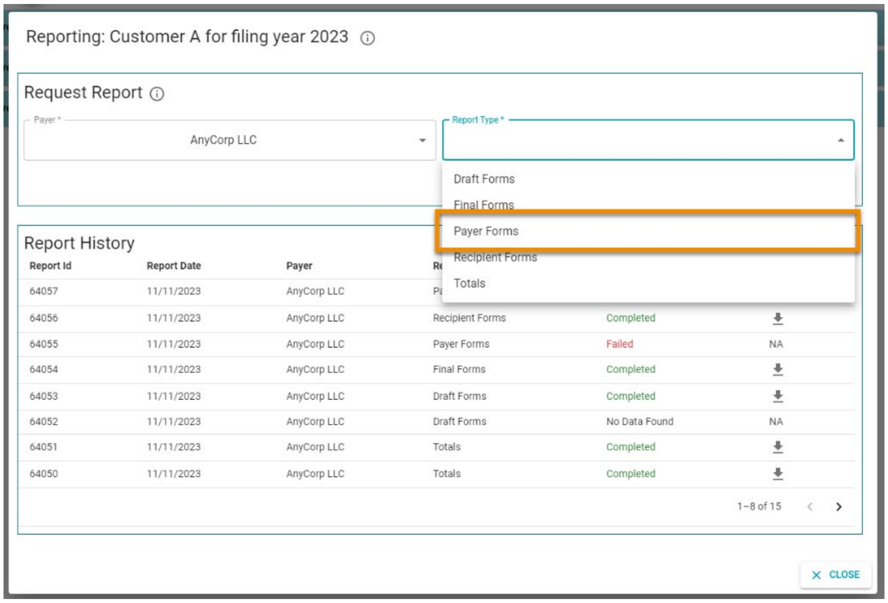
1. Use the Customer List to search for the customer that has the tax form data needed for the report (see Searching Customer List).
2. Access **Reports**: in 1099-Prep.



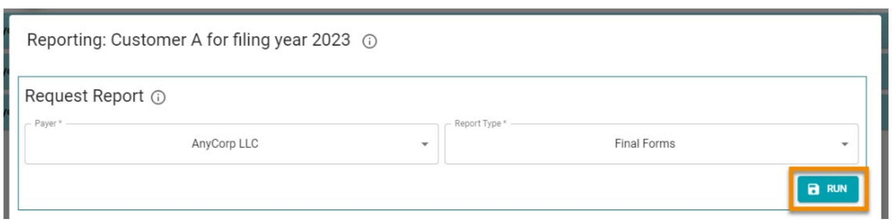
3. Click **Payer** in the Reporting prompt and select a payer associated with the tax forms you need to generate.



4. Click **Report Type** and select **Payer Forms** from the drop-down menu.



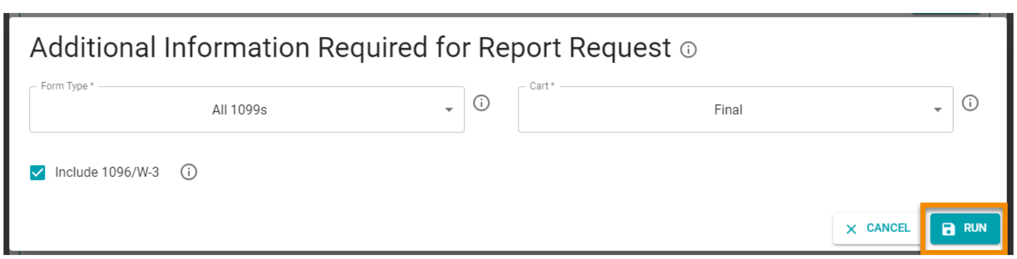
5. Click **RUN**.



6. Select options in the Additional Information prompt. Use the image and table of definitions below to learn about options in the prompt.

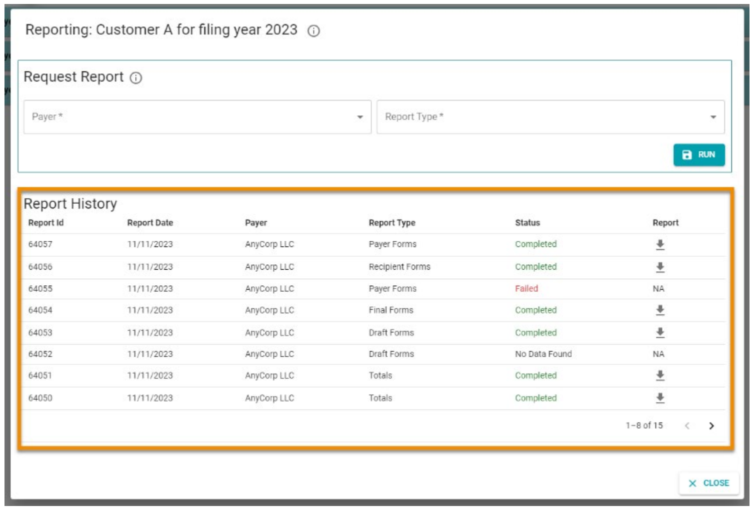
Additional Information Prompt Option	Definition
Form Type	Lists all types of tax forms of the Payer that were submitted to the IRS and/or state. Select a type of submitted tax form to include it in the report. Select the **All 1099s** option in the drop-down menu to include all types of 1099 tax forms submitted to the IRS/state in the report.
Cart	Lists all carts of the Payer had tax forms submitted to the IRS/state (see Adding Forms to the Cart). Select the **Final** option in the drop-down menu to include all forms submitted to the IRS/state, regardless of whether the form is in a cart. Forms included in the report is defined by the **Form Type** you selected. **IMPORTANT:** If the payer has no tax forms of the form type in the cart you selected, you will receive a "No Data Found" in the Status column of the Report History and no report will be generated.
Include 1096/W-3	Check to generate either a 1096 or W-3 form that summarizes information from draft tax forms. A 1096 form is generated if your report includes copies of 1099 forms. W-3 for is generated if your report includes W-2 forms.

7. Click **RUN** in the Additional Information prompt.



The report is processed. Once it is generated, it displays in the Report History section of the Reporting Prompt.

Click the **Download** icon: to download a PDF version of the report to your computer.



12.5 Generating Recipient Forms Reports

You can create a report that contains all copies of tax forms associated with recipients of a selected payer that were submitted to the IRS and/or state through 1099-Prep.

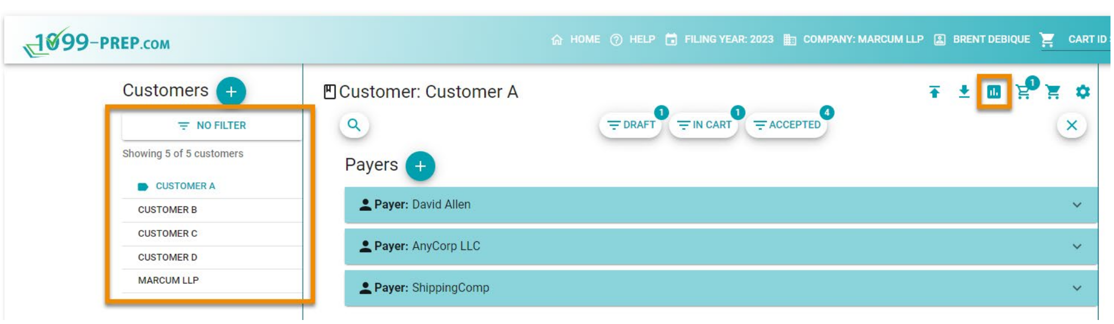
This report provides a way for the payer to generate copies of tax forms for recipients to review. Copies can be sent directly to recipients for their records.

You can select specific types of tax forms you submitted and whether you want to include all tax forms of a type or only tax forms submitted to the IRS/state from a specific cart. Additionally, you can redact recipient TIN numbers on tax forms and generate PDF or ZIP downloads that can be manually sent to recipients as a statement.

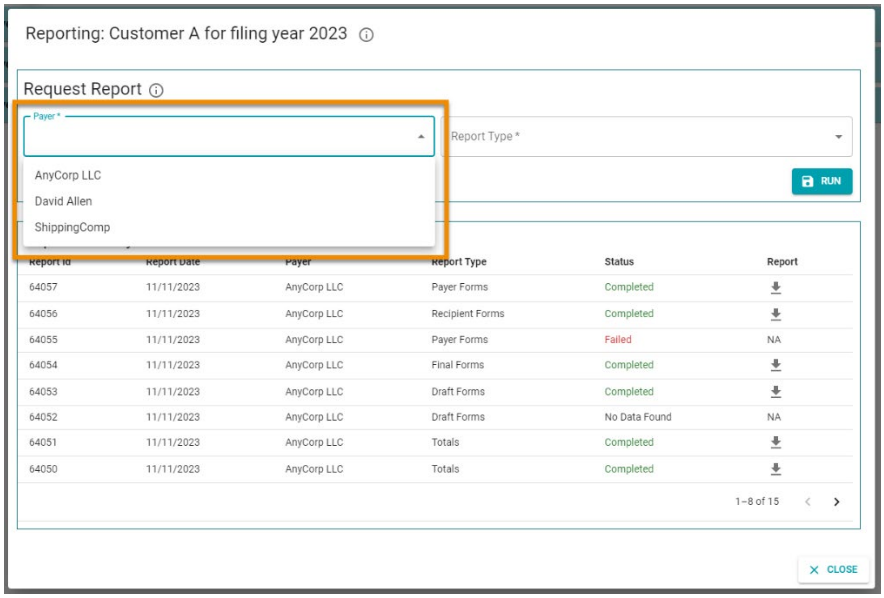
NOTE: This feature can be used instead of Sending Statements to Recipients in the cart.

To create recipient form reports:

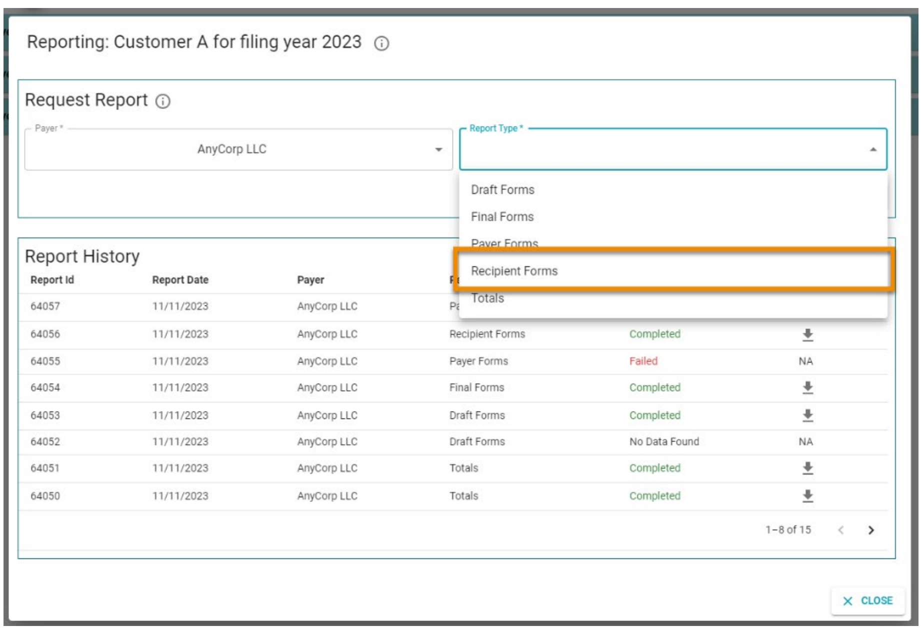
1. Use the Customer List to search for the customer that has the tax form data needed for the report (see Searching Customer List).
2. Access **Reports**: in 1099-Prep.



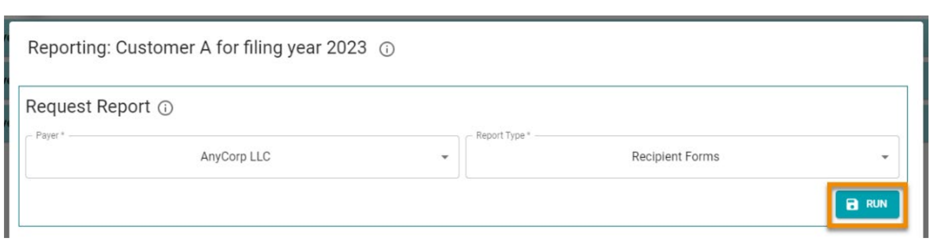
3. Click **Payer** in the Reporting prompt and select a payer associated with the tax forms you need to generate.



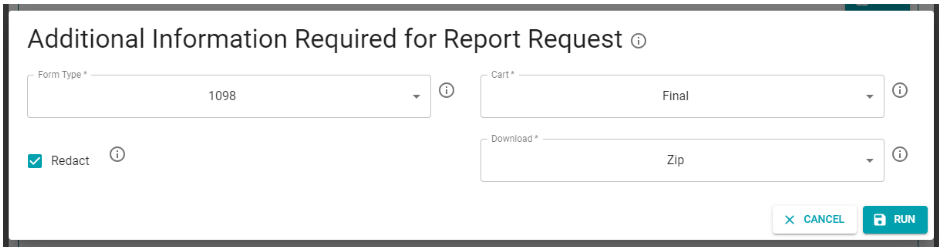
4. Click **Report Type** and select **Recipient Forms** from the drop-down menu.



5. Click **RUN**.

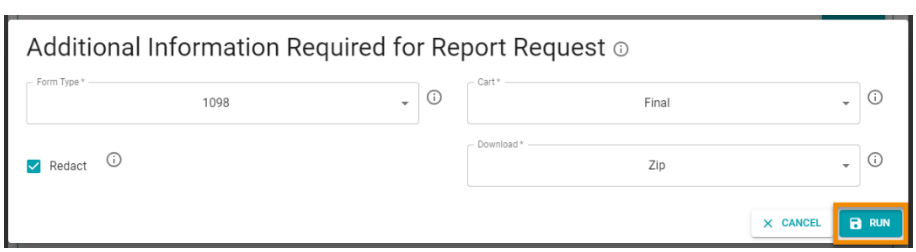


6. Select options in the Additional Information prompt. Use the image and table of definitions below to learn about options in the prompt.



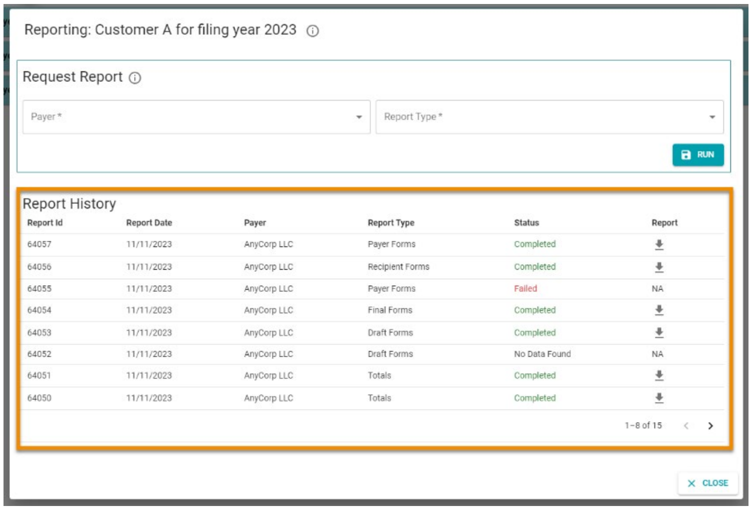
Additional Information Prompt Option	Definition
Form Type	Lists all types of tax forms associated with the recipient of the Payer submitted to the IRS and/or state. Select a type of submitted tax form to include it in the report.
Cart	Lists all carts associated with the recipient of the Payer submitted to the IRS/state (see Adding Forms to the Cart). Select the **Final** option in the drop-down menu to include all forms submitted to the IRS/state, regardless of whether the form is in a cart. Forms included in the report is defined by the **Form Type** you selected. **IMPORTANT:** If there no tax forms of the form type in the cart you selected, you will receive a “No Data Found” in the Status column of the Report History and no report will be generated.
Redact	Check to redact the recipient’s TIN number on recipient copies of tax forms in the report.
Download	Download copies of tax forms as a PDF or ZIP file that can be manually sent to recipients as a statement. **NOTE**: This feature can be used instead of Sending Statements to Recipients in the cart.

7. Click **RUN** in the Additional Information prompt.



The report is processed. Once it is generated, it displays in the Report History section of the Reporting Prompt.

Click the **Download** icon: to download a PDF version of the report to your computer.



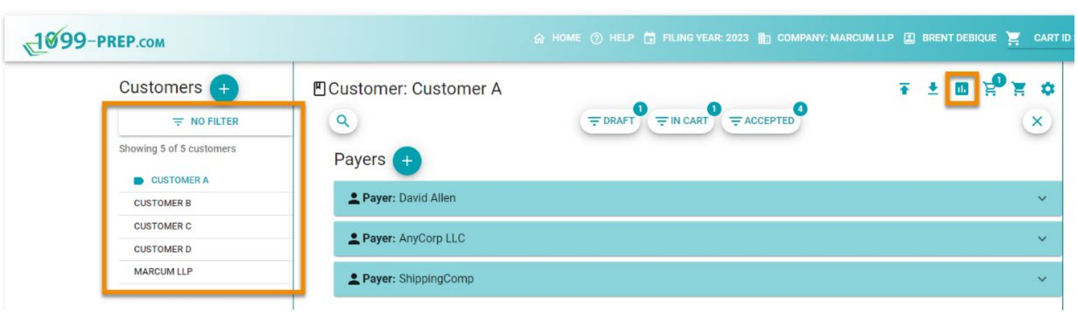
12.6 Generating Totals Reports

You can generate reports that totals the number of tax forms in the “Draft" status or submitted to the IRS and/or state in a selected cart.

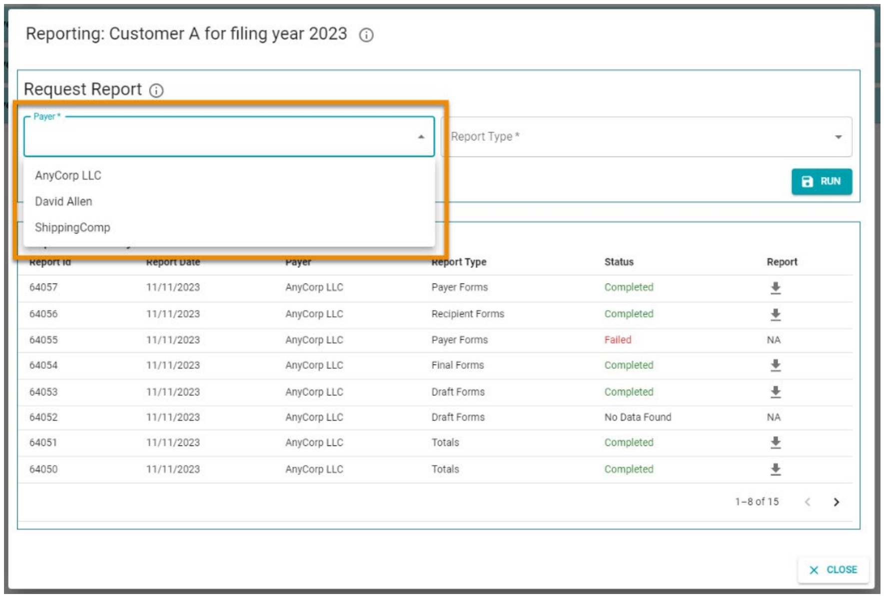
You can select specific types of tax forms you submitted to the IRS/state from a specific cart or types of tax forms in the “Draft” status. Additionally, you can choose whether to generate a report with a total of all tax forms or breakdown of total tax forms by form type.

To create totals reports:

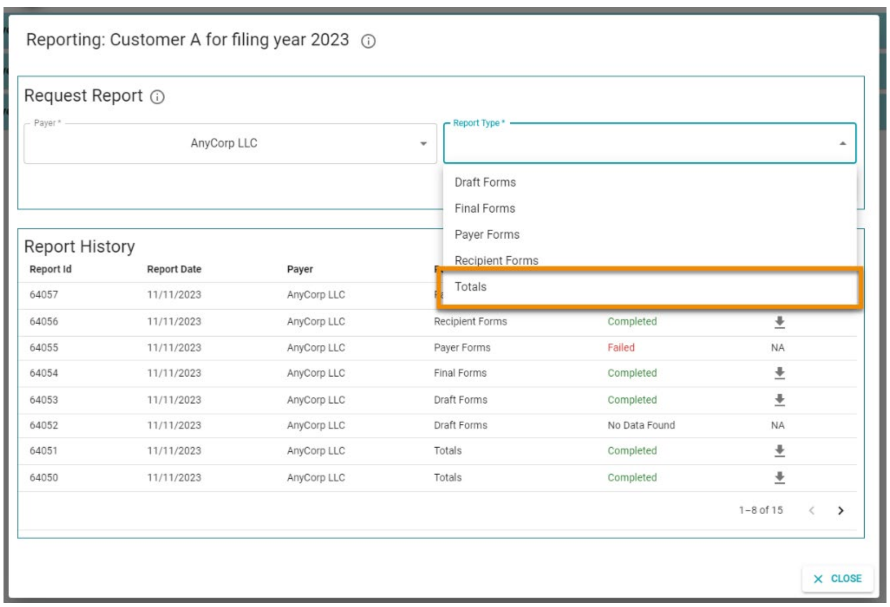
1. Use the Customer List to search for the customer that has the tax form data needed for the report (see Searching Customer List).
2. Access **Reports**: in 1099-Prep.



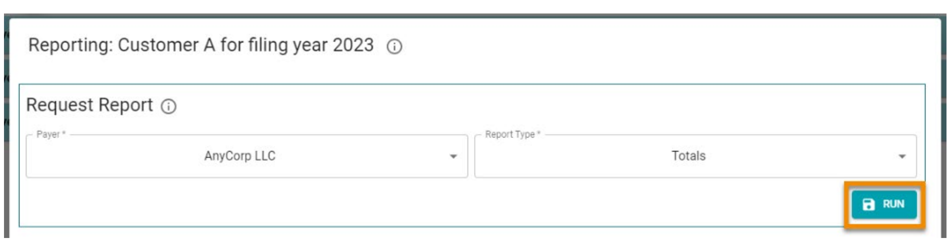
3. Click **Payer** in the Reporting prompt and select a payer associated with the tax forms you need to generate.



4. Click **Report Type** and select **Totals** from the drop-down menu.



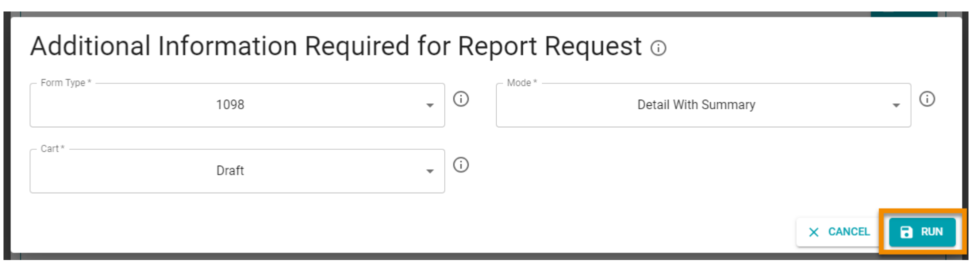
5. Click **RUN**.



6. Select options in the Additional Information prompt. Use the image and table of definitions below to learn about options in the prompt.

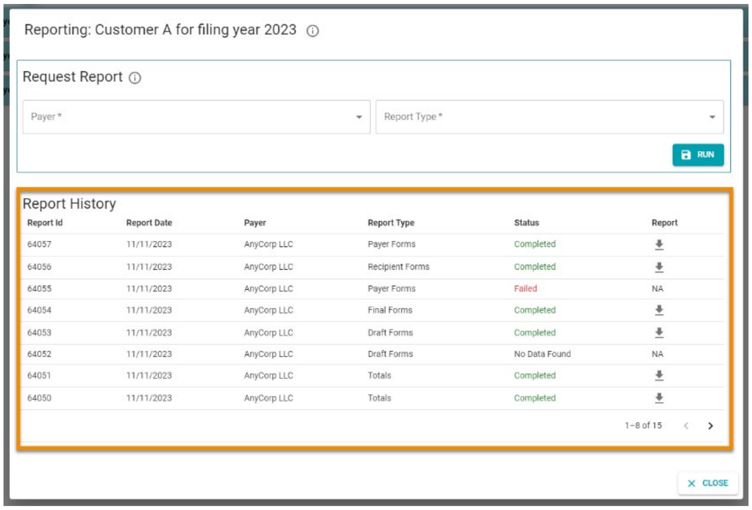
Additional Information Prompt Option	Definition
Form Type	Lists all types of tax forms associated with the Payer. Select a type of tax form for the totals report.
Cart	Lists all carts of the Payer that were submitted to the IRS/state (see Adding Forms to the Cart). Select the **Draft** option in the drop-down menu to include all forms in the "Draft" status in the report. Forms included in the report is defined by the **Form Type** you selected.
Mode	Select one of the following options: • **Detail with Summary:** The totals report contains a list of tax forms by type, either "Draft" status or submitted in a cart. • **Summary:** The totals report only contains the total number of tax forms in "Draft" status or submitted in a cart.

7. Click **RUN** in the Additional Information prompt.



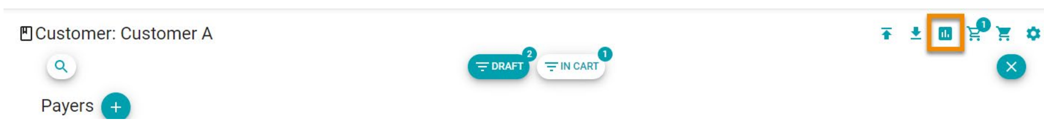
The report is processed. Once it is generated, it displays in the Report History section of the Reporting Prompt.

Click the **Download** icon: to download a PDF version of the report to your computer.

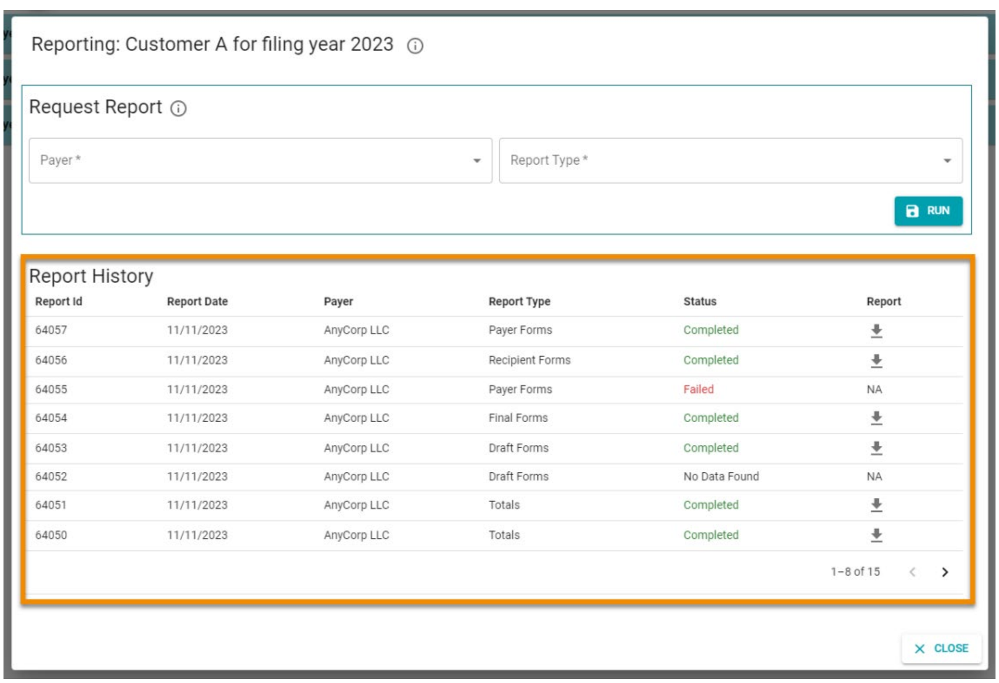


12.7 Report History

To see a history of the most recent reports run in 1099-Prep, click the **Reporting** icon: in the Customer toolbar to.



The Report History panel displays at the bottom of the Reporting prompt.



Columns in the Report History provide the following information:

Report History Column	Definition
Report Id	The ID number of the report. This number is included in the PDF filename of reports you download.
Report Date	The date the report was generated
Payer	The Payer associated with the report. All reports are generated by payer.
Report Type	The type of report generated (see Report Types).
Status	The status of the report. Statuses that display in this column are: • **Pending:** Items you selected for the report are being verified. • **Processing:** The report is being created. • **Complete:** The report has been generated and you can download the report using the **Download** icon: in the Report column. • **Failed:** The report could not be generated because of an error. Retry generating the report. • **No Data Found:** Displays if the cart you selected for the report does not have any forms of the form type you selected.
Report	Displays the **Download** icon: which is used to download the report. If the Status of the report is "No Data Found" or "Failed" the **Download** icon is not available.

13 User Management

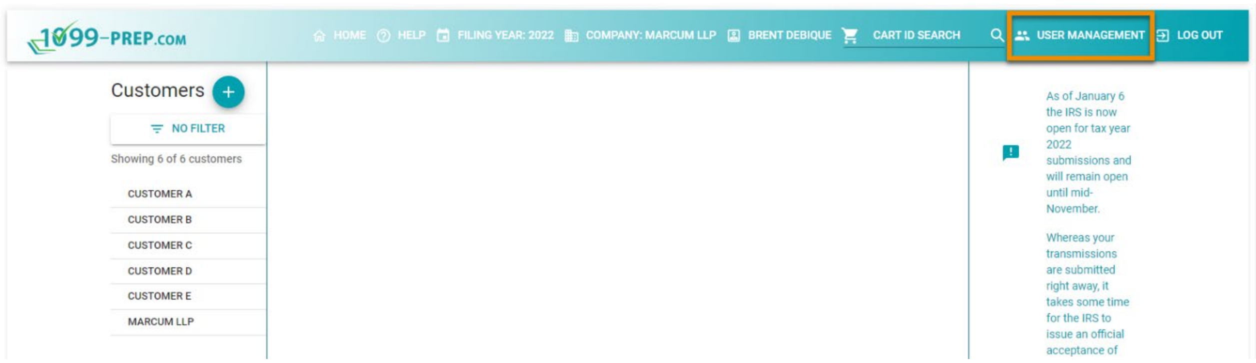
The User Management Portal allows administrators of 1099-Prep to manage user profiles, customer profiles, customer groups, and user permissions.

NOTE: For definitions of features in User Management, see User Management Portal under 1099-Prep Interface and Features.

Sub-sections:

13.1 Accessing User Management

Click **USER MANAGEMENT** in the 1099-Prep toolbar to access User Management.



Users with appropriate permissions can access User Management Portal from the 1099-Prep toolbar, anywhere in application.

Users without permissions do not see the **User Management** button in the toolbar and cannot access User Management.

13.2 Users

Users determine access to 1099-Prep and administrative privileges. Users are assigned to user groups. User groups then determine individual user access to customers, customer groups, and features of 1099-Prep (see User Groups (Permissions)).

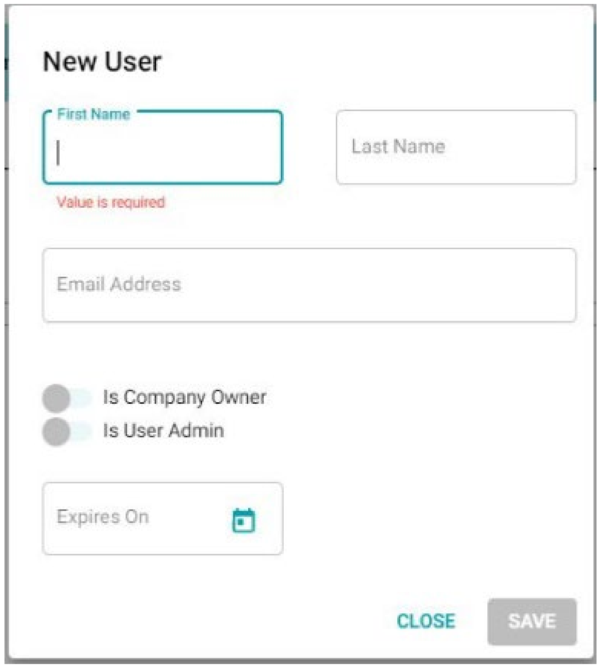
You can search for user by name and view their details. Actions on user accounts can be performed as necessary.

Sub-sections:

- Adding Users
- Editing Users
- Deactivating Users
- Searching and Filtering the Users

13.2.1 Adding Users

1. Users can be added by clicking the plus icon next to Company Users on the users tab.
2. After clicking the icon, the new user dialog box (shown below) will appear.



3. In this box you will be required to enter the first name, last name, and email address of the new user.
4. Toggling the user admin button will give the new user access to the user management module.
5. The expiration date dialog box will allow an administrator to make a user inactive on a specific date.
6. Click save to add the new user to the User Dashboard.
7. The new user will receive an email inviting them to join the company in 1099-Prep. They will need to click the “accept” link in the email to complete the process.

To send another copy of the invitation email, the admin needs to click the resend icon on the dashboard next to the user’s name.

13.2.2 Editing Users

To edit a user, click the pencil icon on the user dashboard.

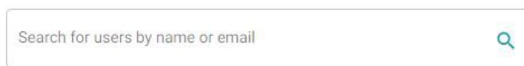
13.2.3 Deactivating Users

Users can be made inactive from the user management module by clicking the trash icon next to the user's name.

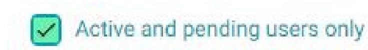
To reactivate a user, click the checkmark to the right of the trash icon.

13.2.4 Searching and Filtering the Users

To search for users in the system, enter their name or email address in the dialog box at the top right of the page (shown below).



To filter the active and pending users in the system, use the checkbox at the top right of the page (shown below).



To change the number of users that are shown on the page, select the items per page dropdown below the user list (shown below).

13.3 Customers

Users add payers, recipients, and forms to Customers, for tax filing. Users assigned to a customer account has permission to access the customer in the Customer Dashboard (see User Permissions).

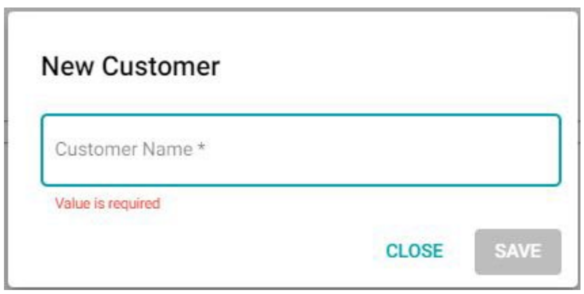
You can add customers and search for customers and view their details. Actions on customer profiles can be performed as necessary.

Sub-sections:

- Adding Customers
- Editing Customers
- Deactivating Customers
- Searching and Filtering the Customers

13.3.1 Adding Customers

1. Click the plus icon next to company Customers on the Customers tab to add a customer.
2. After clicking the icon, the New Customer dialog box (shown below) will appear.



3. Enter the New Customer name and click save to add the New Customer to the system.

13.3.2 Editing Customers

To edit a customer, click the pencil icon on the Customer dashboard.

13.3.3 Deactivating Customers

Deactivate Customers by clicking the trash icon next to the Customer name on the Customer dashboard.

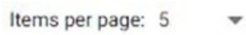
To reactivate a customer, click the checkmark to the right of the trash icon.

13.3.4 Searching and Filtering the Customers

To search for Customers in the system, enter the name of the Customer in the dialog box at the top right of the page (shown below).

To filter the active Customers in the system, use the checkbox at the top right of the page (shown below).

To change the number of Customers that are shown on the page, select the items per page dropdown below the user list (shown below).



13.4 Customer Groups

Customer groups are groups of customer accounts. Users assigned to customer groups have permission to access all customer accounts in the group from the Customer Dashboard (see User Permissions).

You can add customer groups, search for customer groups, and perform actions on customer groups as necessary.

NOTE: Using Customer Groups are optional. If you chose to not use Customer Groups, users must be assigned to individual companies (see Customers in User Management).

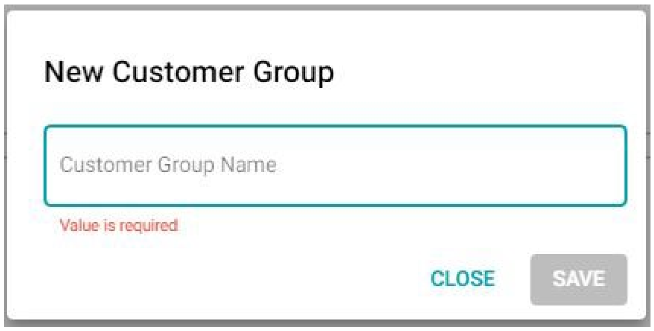
Sub-sections:

- Adding Customer Groups
- Editing Customer Groups
- Deactivating Customer Groups
- Searching and Filtering Customer Groups
- Managing Customer Groups

13.4.1 Adding Customer Groups

Customer groups can be added by:

1. Clicking the plus icon on the Customer Groups tab.
2. After clicking the icon, the new Customer Groups dialog box (shown below) will appear.



3. Enter the new Customer Group name and click save to add the new Customer Group to the system.

13.4.2 Editing Customer Groups

To edit a Customer Group, click the pencil icon on the Customer Group dashboard.

13.4.3 Deactivating Customer Groups

Customer groups can be made inactive by clicking the trash icon next to the Customer Group name on the Customer Group dashboard.

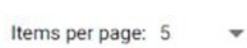
To reactivate a Customer Group, click the checkmark to the right of the trash icon.

13.4.4 Searching and Filtering Customer Groups

To search for Customer Groups in the system, enter the name of the Customer Group in the dialog box at the top right of the page (shown below).

To filter the active Customer Groups in the system, use the checkbox at the top right of the page (shown below).

To change the number of Customer Groups that are shown on the page, select the items per page dropdown below the user list (shown below).

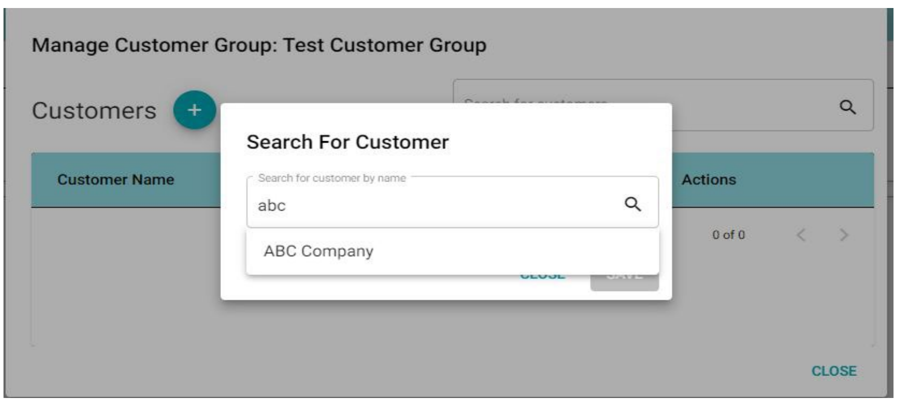


13.4.5 Managing Customer Groups

NOTE: To add a customer account to a Customer Group, the customer must first be added in the Customer dashboard (see Adding Customers).

To add the customer to a Customer Group:

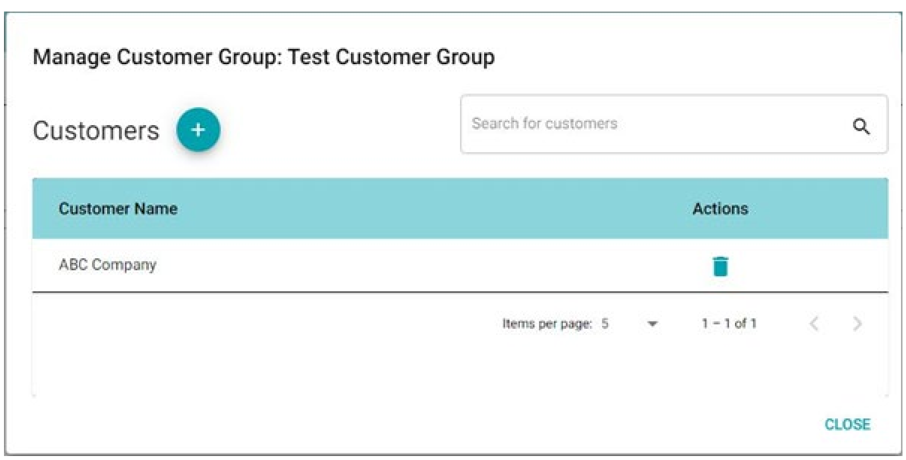
1. Click the icon next to the Customer Group name on the Customer Group dashboard.
2. Click the plus icon next to Customers on the manage Customer Group tab.
3. Enter the Customer name to be added to the Customer Group and select it from the list (shown below).



4. Click the save button to add the Customer to the Customer Group.

To remove the Customer from the Customer Group:

1. Click the trash icon in the action's column across from the applicable Customer.



2. To search for Customers in a Customer Group, use the search box in the top right of the manage Customer Groups window (shown below).

13.5 User Groups (Permissions)

User Groups control the permissions of user accounts to customers and customer groups. Permissions determine what features users can use in 1099-Prep.

You can add user groups, search for them, and view their details. Actions on user groups can be performed as necessary.

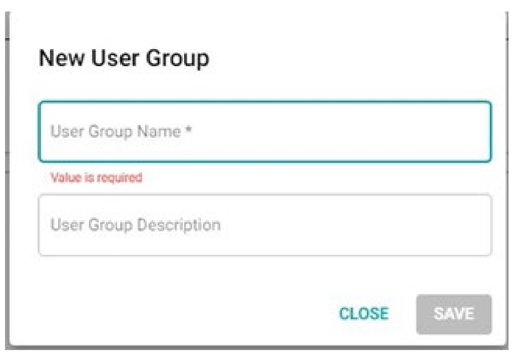
Sub-section:

- Adding User Groups
- Editing User Groups
- Adding Users to User Groups
- Deleting Users from User Groups
- Deactivating User Groups
- Searching and Filtering User Groups
- Assigning Rights to User Groups

13.5.1 Adding User Groups

User groups can be added by:

1. Clicking the plus icon next to User Groups on the user permissions tab.
2. After clicking the icon, the new User Group dialog box (shown below) will appear.



3. Enter the new User Group name and a User Group description (optional) and click save to add the new User Group to the system.

13.5.2 Editing User Groups

To edit the name of User Group, click the pencil icon on the User Group dashboard.

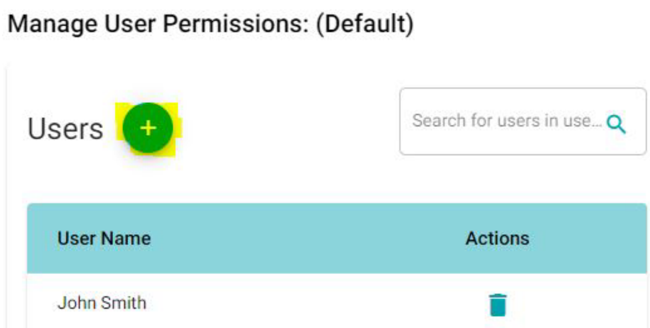
13.5.3 Adding Users to User Groups

NOTE: A user must be added in the Users dashboard before adding it to a User Group (see Adding Users).

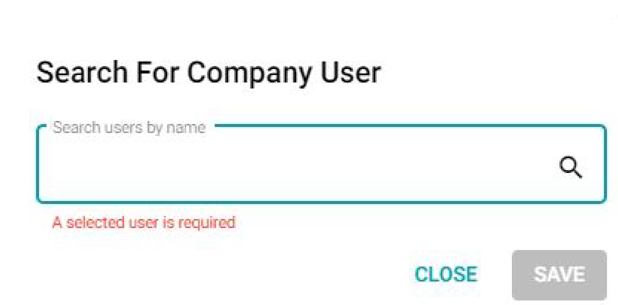
To add a user to a User Group:

1. Click the manage permissions icon (shown below) on the user permissions tab for the applicable User Group.

2. Click the plus sign next to users on the left side of the manage user permissions dialog box (shown below).

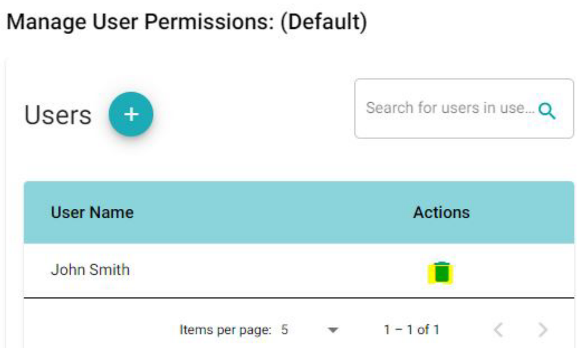


3. Search for the user to add in the next dialog box (shown below) and click save to add the user to the User Group.



13.5.4 Deleting Users from User Groups

To delete a user from a User Group, click the trash icon in the Actions column on the left section of the manage user permissions grid.



13.5.5 Deactivating User Groups

Deactivate a user group by clicking the trash icon next to the User Group name on the User Group dashboard.

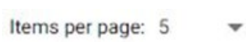
To reactivate a User Group, click the checkmark to the right of the trash icon.

13.5.6 Searching and Filtering User Groups

To search for User Groups in the system, enter the name of the User Group in the dialog box at the top right of the page (shown below).

To filter the active User Groups in the system, use the checkbox at the top right of the page (shown below).

To change the number of Customer Groups that are shown on the page, select the items per page dropdown below the user list (shown below).

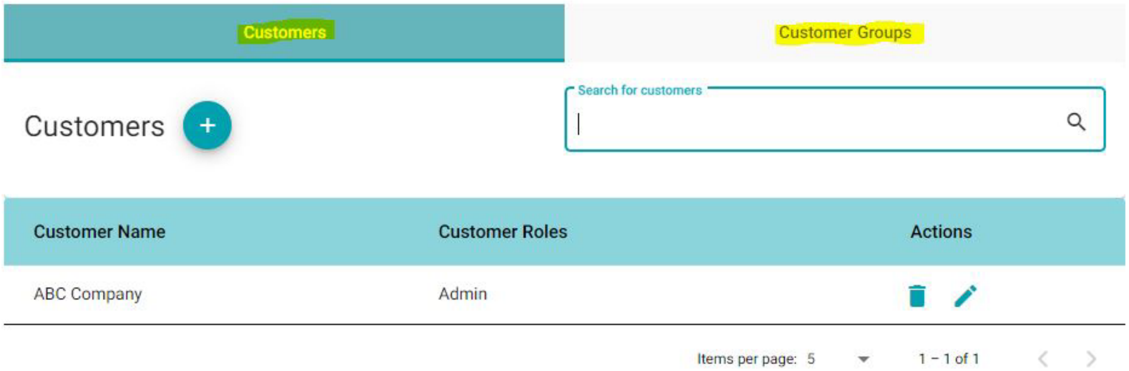


13.5.7 Assigning Rights to User Groups

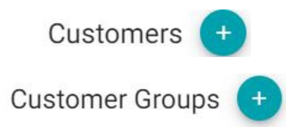
IMPORTANT: A users must be assigned to a User Group to assign permissions. See Adding Users to User Groups.

To assign rights to a User Group, use the following instructions:

1. Click the manage permissions icon (shown below) on the user permissions tab for the applicable User Group.
2. To assign a User Group to a Customer or a Customer Group, click the Customers or Customer Groups button on the right section of the manage user permissions screen.



3. To assign permissions, click the plus sign next to Customers or Customer Groups on the right section of the manage permissions screen (shown below).



4. Enter the Customer name or Customer Group name and choose a permissions level. The permissions are as follows:
   - **Admin** – The user has all rights to the Customer (adding payers, recipients, and forms, and submitting data).
   - **Read Only** – The user has read-only rights to the Customer. They can open reports and view data, but not add or submit data.
   - **Preparer** – The user can add payers, recipients, and forms, but not submit any data.
   - **Submitter** – The user can submit data for IRS processing, but not add payers, recipients, and forms.

   NOTE: When adding an accounting firm user to a customer, the permissions must be set as read only.

14 Support

Click **HELP** in the 1099-Prep toolbar, then select **Technical** Assistance from the drop-down menu to contact 1099-Prep for additional support.

Appendices

Appendix A: Supported Federal Tax Form Definitions

The table below defines tax forms supported in 1099-Prep.

See https://www.irs.gov/forms-instructions to find definitions of all federal tax forms.

Form	Title	Description
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Used to report amounts paid to foreign persons that are described under Amounts Subject to NRA Withholding and Reporting, even if withholding is not required on the payments.
1098	Mortgage Interest Statement	Used to report mortgage interest, including points, of $600 or more.
1098-C	Contributions of Motor Vehicles, Boats, and Airplanes	File a separate Form 1098-C with the IRS for each contribution of a qualified vehicle that has a claimed value of more than $500.
1099-B	Proceeds from Broker and Barter Exchange Transactions	Used to report capital gains and losses from broker and barter exchange transactions in the preceding year.
1099-C	Cancellation of Debt	This form should be filed for each debtor for whom you canceled $600 or more of debt owed to you based on specific criteria.
1099-DIV	Dividends and Distributions	Used by banks and other financial institutions to report dividends and other distributions to taxpayers and to the IRS.
1099-INT	Interest Income	Used by banks and financial institutions that pay interest, to report interest income.
1099-K	Payment Card and Third-Party Network Transactions	Information return used to report certain payment transactions to improve voluntary tax compliance.
1099-MISC	Miscellaneous Income/Information	Used to report certain types of nonemployee compensation.
1099-NEC	Nonemployee Compensation	Used to report compensation paid by a business to someone who is not an employee.
1099-OID	Original Issue Discount	Used to report income when bonds, notes, or certificates of deposit are sold at a discount (or at a price less than the value you can redeem them for) from their maturity value.
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	File Form 1099-R for each person to whom you have made a designated distribution or are treated as having made a distribution of $10 or more.
1099-S	Proceeds from Real Estate Transactions	Used to report the sale or exchange of real estate.

Form	Title	Description
3921	Exercise of an Incentive Stock Option Under Section 422(b)	Corporations file this form for each transfer of stock to any person pursuant to that person's exercise of an incentive stock option described in section 422(b).
W-2	Wage and Tax Statement	Reports taxable income earned from employer, taxes withheld, Social Security and Medicare payments made.
W-2C	Corrected Wage and Tax Statement	Used to make corrections on previously issued W-2s wage/tax information from current or prior years.
W-2G	Certain Gambling Winnings	File this form to report gambling winnings and any federal income tax withhold on those winnings.

Appendix B: Federal Forms for State Submissions

The table below lists federal tax forms 1099-Prep submits to the states. If a federal form is typically submitted with a state tax form, it is listed in the “Related State Forms” column.

For states that only require submission if there are tax withholdings, 1099-Prep only submits federal forms to those states if your tax forms indicate taxes were withheld.

WARNING: For your federal forms to be sent to the applicable state, you must activate the state in 1099-Prep before submitting forms (see State Filings).

State	Federal Forms	Related State Forms	Will federal data always be submitted to the State or only when taxes are withheld?
Arkansas	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
California	1099-NEC, 1099-DIV, 1099-R,1099-INT, 1099-MISC		Always
Colorado	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Connecticut	1099-MISC, 1099-NEC, 1099-R	CT 1096	Always
	W-2	CT W-3	
Washington, D.C.	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Georgia	W-2, 1099-MISC, 1099-NEC, 1099-R	GA G-1003	Always
Hawaii	1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV, W-2		Always
Illinois	W-2		Always
Indiana	W-2, 1099-R		Always
Kansas	W-2, 1099-MISC, 1099-NEC, 1099-R	KS KW-3E	Withholding Only
Kentucky	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Maine	W-2, 1099-DIV, 1099-INT, 1099-R		Always

State	Federal Forms	Related State Forms	Will federal data always be submitted to the State or only when taxes are withheld?
Maryland	1099-R		Always
	W-2	MD MW-508	
Massachusetts	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Michigan	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Minnesota	W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV		Always
Mississippi	W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV		Always
Missouri	1099-MISC, 1099-NEC, 1099-R		Always
	W-2	MO W-3	
New Jersey	W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV	NJ W-3	Withholding Only
New Mexico	W-2, 1099-MISC, 1099-R		Always
North Dakota	W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV		Always
Ohio	W-2, 1099-R		Always
Oklahoma	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Oregon	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Pennsylvania	W-2, 1099-MISC, 1099-NEC, 1099-R	PA Rev-1667	Withholding Only
Rhode Island	W-2, 1099-MISC, 1099-NEC, 1099-R	RI W-3	Always
South Carolina	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Utah	W-2, 1099-MISC, 1099-NEC, 1099-R		Always
Virginia	W-2, 1099-MISC, 1099-NEC, 1099-R	VA VA-6	Always
Vermont	W-2, 1099-MISC, 1099-NEC, 1099-R	VT WH-434	Withholding Only

Appendix C: Valid State ID Formats

A State ID is an account number assigned by departments of revenue to businesses that have registered with a state. It is often referred to as a "withholding account number." This number is entered in Box 15 on the W-2, Box 16 on the 1099-MISC, Box 6 on the 1099-NEC or Box 15 on the1099-R.

NOTE: For the states that do not require the state ID on 1099 forms, it still must follow the following format:

- Maximum of 15 characters.
- May only contain letters (A - Z), numbers (0 - 9), hyphens, slashes, and spaces.

State	Expected State ID Format
Alabama	**W-2, 1099-MISC, 1099-NEC, 1099-R:** 1234567890 or R123456789 (10 digits. The first character may be an "R".) **1099-MISC, 1099-NEC, 1099-R without withholding:** Not required.
Arizona	**W-2:** 12-3456789 (FEIN) **1099:** Not required.
Arkansas	**W-2:** 12345678-WHW (8 digits, followed by a hyphen, followed by "WHW"). **1099:** Not required.
California	**W-2:** Allow 20 characters. May only contain letters (A - Z), numbers (0 - 9), hyphens, slashes, and spaces. **1099:** Not required.
Colorado	**W-2:** 12345678 (8 numeric digits) **1099:** Not required.
Connecticut	**W-2, 1099-R, 1099-INT, 1099-DIV:** 1234567-123, 12345678-123, 123456789-123, or 1234567890-123 (7, 8, 9, or 10 digits, followed by a hyphen, followed by 3 digits) **1099-MISC, 1099-NEC:** 1234567-123, 12345678-123, 123456789-123, 1234567890-123, OR 12-3456789 or 123-45-6789 (7, 8, 9, or 10 digits, followed by a hyphen, followed by 3 digits, or EIN/SSN)
Delaware	**W-2:** Allow 20 characters. May only contain letters (A - Z), numbers (0 - 9), hyphens, slashes and spaces. **1099:** Not required.
District of Columbia	**W-2:** 123456789012 (12 numeric digits) **1099:** Not required.

State	Expected State ID Format
Georgia	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 2345678-AA (7 digits, followed by a hyphen, followed by 2 alpha characters) The first seven characters cannot be “1234567”, “0000000”, or “9999999”
Hawaii	**W-2:** WH-123-456-7890-12 (WH followed by a hyphen, 3 digits, a hyphen, 3 digits, a hyphen, 4 digits, a hyphen and 2 digits) or W12345678-12 (W followed by 8 digits, a hyphen and 2 digits) **1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** WH-123-456-7890-12 (WH followed by a hyphen, 3 digits, a hyphen, 3 digits, a hyphen, 4 digits, a hyphen and 2 digits) or W12345678-12 (W followed by 8 digits, a hyphen and 2 digits) or the format of 12-3456789 (FEIN)
Idaho	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 123456789 (9 digits) **1099-MISC and 1099-R**: Not required if no withholding.
Illinois	**W-2:** 12-3456789 (FEIN) **1099:** Not required.
Indiana	**W-2:** 1234567890 123 (10 digits, followed by a space, 3 digits) **1099:** Not required.
Iowa	**W-2:** 12-3456789-012, 123456789012, OR 123456789 (2 digits, a hyphen, 7 digits, a hyphen, and 3 digits OR 12 digits with no hyphens OR 9 digits with no hyphens) **1099-MISC, 1099-NEC, 1099-R with withholding:** 12-3456789-012, 123456789012, OR 123456789 (2 digits, a hyphen, 7 digits, a hyphen, and 3 digits OR 12 digits with no hyphens OR 9 digits with no hyphens) **1099-MISC, 1099-NEC, 1099-R without withholding:** Not required. **1099-INT, 1099-DIV:** Not required.
Kansas	**W-2 and Recon:** 036456789012F45 (15 characters starting with 036 with an “F” in the 13th position, the 4th character could also be an “A” or “K”) **1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 036456789012F45 (15 characters starting with 036 with an “F” in the 13th position, the 4th character could also be an “A” or “K”).
Kentucky	**W-2:** 123456 (6 digits) **1099-MISC, 1099-NEC, 1099-R:** Not required, but must be six digits when present. **1099-INT, 1099-DIV:** Not required.

State	Expected State ID Format
Louisiana	**W-2, 1099-MISC, 1099-R:** 1234567890 (10 digits) **1099-MISC, 1099-R:** Not required without withholding. **1099-INT, 1099-DIV, 1099-NEC:** Not required.
Maine	**W-2:** 12-123456789 (2 digits, a hyphen, followed by 9 digits) or 12- 1234567AA (2 digits, a hyphen, followed by 7 digits, followed by 2 alpha characters) **1099:** Not required.
Maryland	**W-2 and 1099-R:** 12345678 (8 digits) **1099-MISC, 1099-NEC, 1099-INT, 1099-DIV**: Not required
Massachusetts	**W-2:** 12-3456789 (FEIN) **1099:** Not required.
Michigan	**W-2:** 12-1234567 or TR-1234567 or ME-1234567 (2 characters (A number, TR, or ME), a hyphen, and 7 digits) **1099:** Not required.
Minnesota	**W-2:** 1234567 (7 digits) **1099:** Not required.
Mississippi	**W-2:** 1234-1234 (4 digits, a hyphen, and 4 digits) **1099:** Not required.
Missouri	**W-2:** 12345678 (8 digits) **1099-MISC, 1099-NEC:** 12345678 or 12-3456789 (8 digits or FEIN) **1099-R, 1099-DIV, 1099-INT:** Not required.
Montana	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 1234567-890- WTH (10 numeric digits followed by WTH. Optional hyphens after 7th and 10th digits.) **1099-MISC, 1099-NEC, 1099-R**: Not required if no withholding.
Nebraska	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 1234567 or 12345678 or 123456789 (7, 8, or 9 digits)
New Jersey	**W-2 and Recon:** 123-456-789/123 (3 digits, a hyphen, 3 digits, a hyphen, 3 digits, a slash, 3 digits) **1099-MISC, 1099-NEC, 1099-R:** 123-456-789/123 (3 digits, a hyphen, 3 digits, a hyphen, 3 digits, a slash, 3 digits) or 123-456-789/000 (FEIN, a slash, 3 zeros) **1099-INT, 1099-DIV:** Not required.
New Mexico	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 12-123456-123 (2 digits, a hyphen, 6 digits, a hyphen, 3 digits)

State	Expected State ID Format
New York	**W-2:** 123456789 or 12345678901 or NY1234567 or TF123456789 (9 or 11 digits or XX3456789 or XX345678901 where XX can be either NY or TF) **1099:** Not required.
North Carolina	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 123456789 (9 digits)
North Dakota	**W-2:** 12345678901 (11 digits) **1099:** Not required.
Ohio	**W-2, 1099-R:** 12-345678 or 12 123456 (2 digits, a space or hyphen, 6 digits) **1099-R without withholding: Not required.** **1099:** Not required.
Oklahoma	**W-2:** 12-3456789 (FEIN) or WTH-12345678-90 (WTH, a hyphen, 8 digits, a hyphen, and 2 digits) **1099:** Not required.
Oregon	**W-2:** 1-2, 12-3, 123-4, 1234-5, 12345-6, 123456-7, 1234567-8 or 02345678-9 (Up to 9 digits plus a hyphen) **1099:** Not required.
Pennsylvania	**W-2:** Expected format is 8 digits (12345678) or 4 digits, space, 4 digits (1234 5678). **1099-R, 1099-NEC, 1099-MISC:** Expected format is 8 digits (12345678) or 4 digits, space, 4 digits (1234 5678). Not required if no withholding. **1099-INT, 1099-DIV:** Not required.
Rhode Island	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV**: Expected format is 11 digits, 9 digits followed by 2 zeros (12345678900)
South Carolina	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV**: Expected format is 9 digits (123456789) **1099-MISC, 1099-NEC and 1099-R**: Not required if no withholding.
Utah	**W-2, 1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV**: 12345678901WTH (11 digits followed by WTH)
Vermont	**W-2, 1099-MISC, 1099-NEC, 1099-R: WHT12345678 (WHT, 8 digits)** **1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV without withholding:** WHT12345678 (WTH followed by 8 digits) or blank

State	Expected State ID Format
Virginia	**W-2, 1099-MISC, 1099-NEC, 1099-R:** 30-123456789F-123 or 30-V12345678F-123 (a constant 30, a dash, a V or single digit, 8 digits, a constant F, a dash and 3 digits).
West Virginia	**W-2, 1099-MISC, 1099-NEC, 1099-R:** 12345678 (8 digits)
Wisconsin	**W-2 and Recon:** 036-1234567890-12 (036, a hyphen, 10 digits, a hyphen, 2 digits) **1099-MISC, 1099-NEC, 1099-R, 1099-INT, 1099-DIV:** 036123456789012 (15 digits starting with 036) **1099-MISC, 1099-NEC and 1099-R**: If there is withholding, a valid state ID, not the generic format, is required. If there is no withholding, the state ID is still required but it may be WI's generic format of 036888888888801. **1099-INT, 1099-DIV:** The state ID is required but may be WI's generic format of 036888888888801.

Appendix D: Valid TIN Formats

A TIN is the Tax Identification Number, either a Social Security Number (SSN) for individuals or an Employer Identification Number (EIN) for companies, which identifies the taxpayer to Federal and State taxing agencies. Two TINs – one for the Payer and one for the Recipient – are required on all forms filed using 1099-Prep.com.

TINs entered in 1099-Prep.com must adhere to the following rules:

- Maximum of 9 characters.
- May only contain numbers (0 – 9); do not enter hyphens/dashes when entering TINs in 1099-Prep.com.

TIN Type	Additional Rules & Requirements
Social Security Number (SSN)	**Must be entered as 9 digits without dashes** Must not contain 9 of the same digits (222222222, 888888888, etc.) The first digit cannot be 9 (Form W-2 only Recipients only) Must not begin with 000 or 666 (000-NN-NNNN or 666-NN-NNNN) Must not have two zeroes as the 3rd & 4th characters (NNN-00-NNNN) Must not end with four zeroes (NNN-NN-0000) Must not be 123456789
Employer Identification Number (EIN)	**Must be entered as 9 digits without dashes** Must not contain 9 of the same digits (222222222, 888888888, etc.) Must not be 123456789 An EIN cannot begin with any of the following two-digit combinations: 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89 (Form W-2 only Payer only)

Appendix E: Accessing Statements to Recipients

1099-Prep allows recipients named in tax forms to access copies tax statements emailed to them by the tax payer in 1099-Prep (see Sending Statements to Recipients).

When payers submit forms to the IRS and/or state, they can select to send an the "Recipient Forms" email to recipients of tax statements. The email contains a link that allows recipients to sign into 1099-Prep using the last 4 digits of their TIN, SSN, or EIN number.

To access tax statement of the recipient, you access the "Recipient Forms" email from the email address you designated for tax correspondence from the payer.

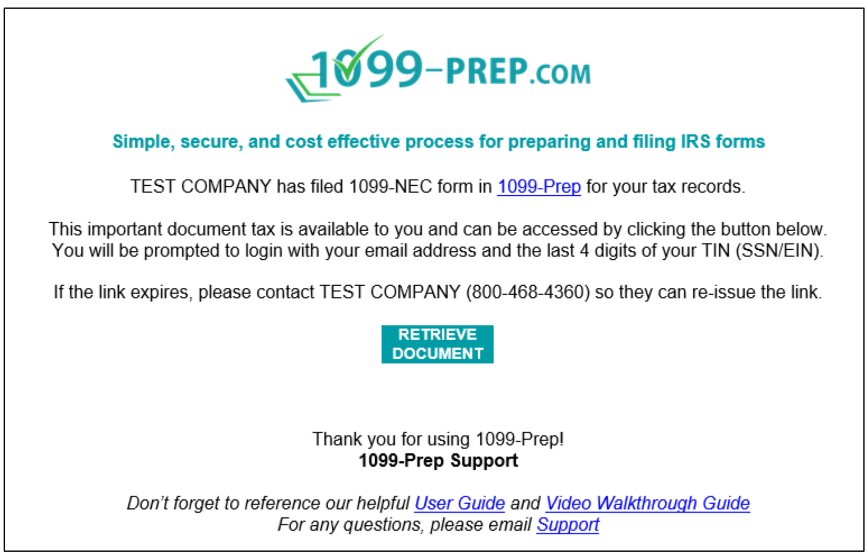
To access 1099-Prep:

1. Open the "Recipients Form" email from your email inbox.

   NOTE: If you cannot find the email, ensure you check your Junk mail.

2. Click the **Retrieve Document** link in the email.

   IMPORTANT: Links expire once you access statements. If you need a "Recipient Forms" email resent with an active link, contact the payer of tax forms. For other issues, use the 1099-Prep support email.



Simple, secure, and cost effective process for preparing and filing IRS forms

TEST COMPANY has filed 1099-NEC form in 1099-Prep for your tax records.

This important document tax is available to you and can be accessed by clicking the button below.
You will be prompted to login with your email address and the last 4 digits of your TIN (SSN/EIN).

If the link expires, please contact TEST COMPANY (800-468-4360) so they can re-issue the link.

RETRIEVE DOCUMENT

Thank you for using 1099-Prep!
1099-Prep Support

Don't forget to reference our helpful User Guide and Video Walkthrough Guide
For any questions, please email Support

3. Enter in the **Email** field the email address you used to access the "Recipient Form" email.

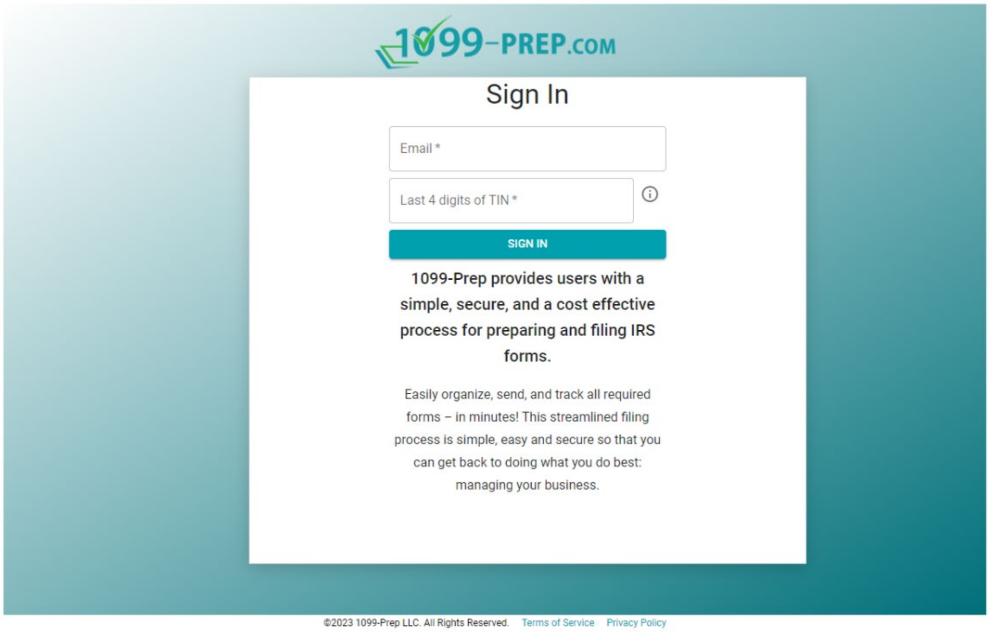
4. Enter the in the **Last 4 digits** field the last 4 digits of your TIN, SSN, or EIN number.

5. Click **SIGN IN**.

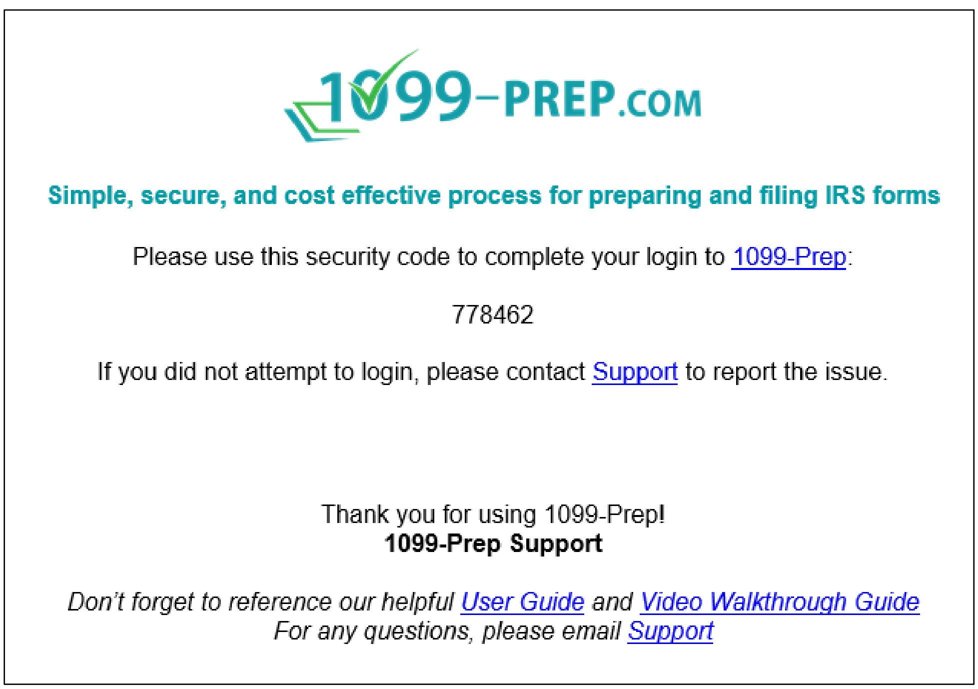
   NOTES:

   - If you cannot login, contact the payer to ensure the TIN, SSN, or EIN number is correct on tax forms.

- If you are locked out from logging in, contact the payer of tax forms to an access email to be resent.



6. Leave the Sign In page open and access your email inbox.
7. Open the “1099-Prep Security Code” email in the inbox. Note the Security Code in the email.



Simple, secure, and cost effective process for preparing and filing IRS forms

Please use this security code to complete your login to 1099-Prep:

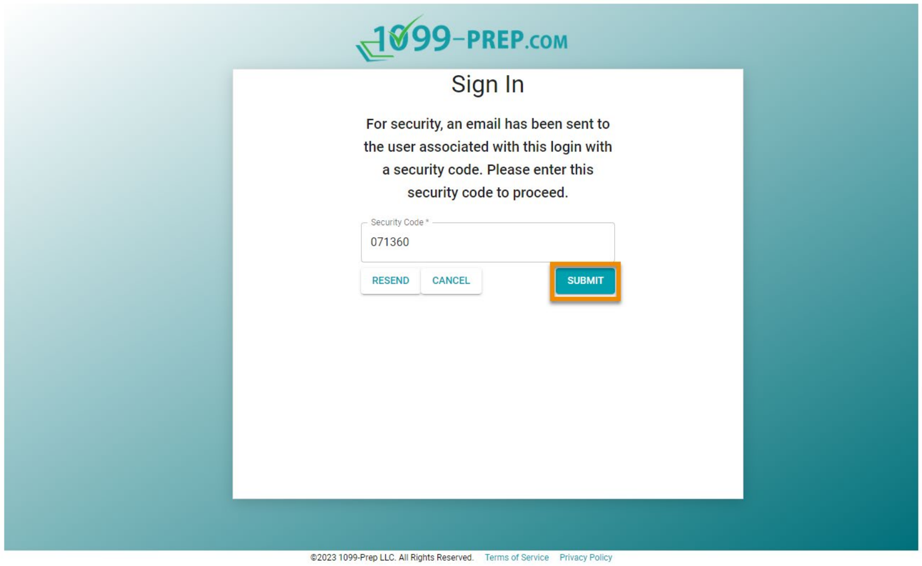
778462

If you did not attempt to login, please contact Support to report the issue.

Thank you for using 1099-Prep!
1099-Prep Support

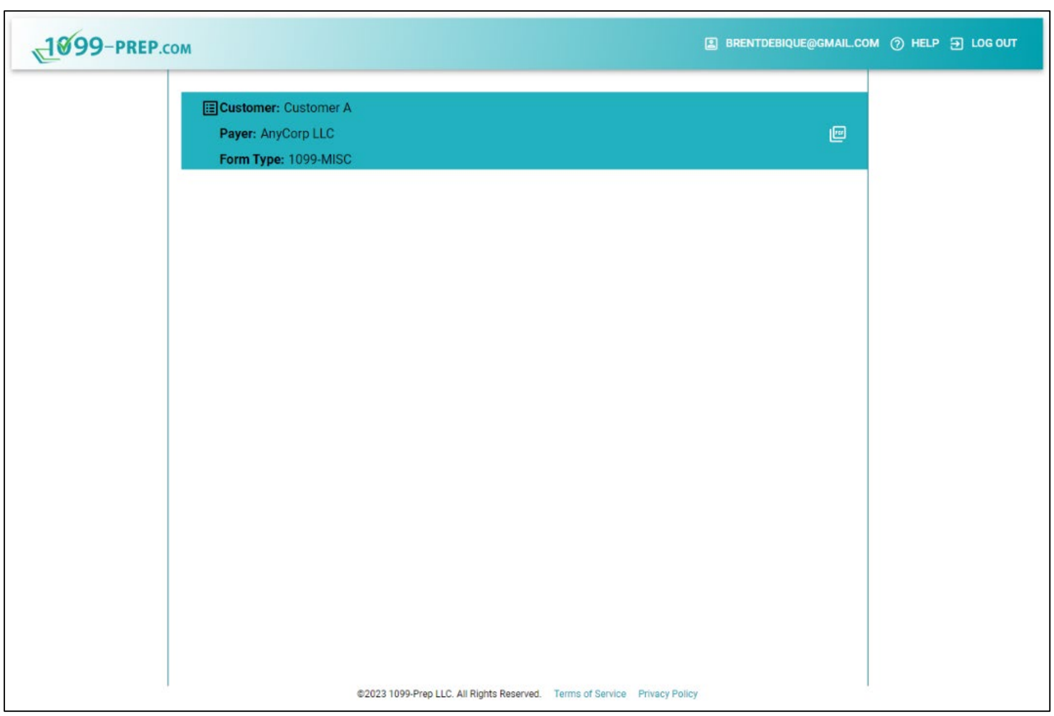
Don't forget to reference our helpful User Guide and Video Walkthrough Guide
For any questions, please email Support

8. Return to the Sign In page and enter in the **Security Code** field the code from the “1099-Prep Security Code” email.
9. Click **SUBMIT**.



10. Click **ACCEPT** in the EULA Terms prompt.

Statements sent to the recipient displays listed in 1099-Prep.



Viewing and Downloading Statements

After accessing recipient statements in 1099-prep, you can view and download statements as PDF files by clicking **View Doc** icon: .