# 1099-MISC



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# Vendor 1099-MISC

The MCSJ system can print laser 1099-MISC forms and generate a 1099-MISC file that can be transmitted electronically. In order to print or generate 1099-MISC's:

1. Vendors need to have one of the 1099-MISC eligible types assigned in Vendor Maintenance. (Medical, Rental, Other, Proceeds to Attorney)
2. Vendors need to have a Tax Id assigned in Vendor Maintenance.
3. Vendor name (legal name) and address information should be entered properly in Vendor Maintenance.
4. The YTD paid totals for the vendor must exceed $600 or another specified dollar amount.

*It is recommended users review the IRS "Instructions for Forms 1099-MISC and 1099-NEC" before proceeding.*

EGT recommends the following process when printing or generating 1099-MISC's:

1. Review the 1099-MISC Report Listing and make any necessary corrections to vendors. This listing will show each vendor who will get a 1099-MISC. It will list their Tax Id, 1099 Type, and total dollar amount.
2. Regardless of whether you will be filing electronically or printing forms, generate the 1099-MISC magnetic media file. An error list will print that will show what corrections should be made before you print 1099-MISC's.
3. Once the necessary corrections have been made, you may generate the 1099-MISC file and print the 1099-MISC forms.

*If certain amounts paid to a 1099-MISC type vendor need to be excluded from the 1099-MISC, the 1099 Exclusion button may be selected on any paid purchase order line items for that vendor.*

## 1099-MISC Report Listing

This option will list the vendors scheduled to receive a 1099-MISC. The Tax Id, 1099 Type, and dollar amount for each qualifying vendor is provided.

Select *Finance>A/P>Vendor>Vendor 1099-MISC Forms/Listings/Labels*.

Using the **Print Type** combo box, select *Report Listing*.

## Vendor 1099-MISC Magnetic Media

This menu option will create an electronic file containing 1099-MISC information. It will also generate an error report containing information that should be corrected before printing 1099-MISC's or submitting the 1099-MISC file.

> *If you are only generating the 1099-MISC Magnetic Media file to view errors, you may type fake information in any required fields. This will enable you to avoid receiving error messages that appear for not completing required fields.*

Select *Finance>A/P>Vendor>Vendor 1099-MISC Magnetic Media.*

**Payment Year** - Specify the year for which the 1099-MISC's are being generated.

**Payer Id** - Enter your organization's Tax Id.

**Minimum 1099 Reportable Amount** - The dollar amount may be changed. All 1099-MISC type vendors with YTD totals greater or equal to this amount will appear on the file.

Your organization's name and address information should default from the system parameters. If this information is incorrect, change it.

The Contact information fields must be completed. This refers to your organization's contact person for 1099 information.

**File Type** - Using the combo box, select from Original or Test.

**Transmitter Control Code** - A 5 digit number must be specified in order to generate the file. The IRS provides this number.

> *EGT reps cannot provide your Transmitter Control Code. Form 4419, Application for Filing Information Returns Electronically, must be filed with the IRS in order to receive this number.*

**Create Combined Filer file (requires approval)** - If your organization has been approved to participate in the Combined Federal/State Filing Program, check the box to have the IRS forward original and corrected returns to participating states.

> *For further information on Combined Filers refer to IRS Publication 1220 (PDF), Specifications for Filing Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G Electronically.1099*

Click **Next** to generate the file and produce the error report.

The system will generate a file named IRSTAX to the MCSJ/importFiles directory.

## *Print 1099-MISC Forms*

Select *Finance>A/P>Vendor>Vendor 1099-MISC Forms/Listing/Labels*.

**Print Type** - Leave the default, *Laser Printer Forms*.

**Minimum 1099 Reportable Amount** - The dollar amount may be changed. All 1099-MISC type vendors with YTD totals greater or equal to this amount will appear on the file.

**Payment Year** - Specify the year for which the 1099-MISC's are being generated.

**Payer Id** - Enter your organization's Tax Id.

Your organization's name and address information should default from the system parameters. If this information is incorrect, change it.

An alignment form may be printed by clicking the **Print Alignment** button. The alignment may be adjusted using the X and Y Offset fields. X adjusts right and left. Y adjusts up and down.

Click **Print**.

> *A 1096 Summary form can be printed by organizations who need one to file paper forms. Select '1096 Form' from the Print Type combo box and load your 1096 form into the printer. Contact information fields will enable and must be completed before clicking Print.*

# Recalculate Vendor Paid YTD (Fiscal Year Entities Only)

The YTD paid totals displayed on the Vendor Maintenance screen can be recalculated for a particular calendar year. This routine can be run in January by non-calendar year organizations.

> *This routine has NO effect on 1099 totals.*

Select *Finance>A/P>Vendor>Recalculate Vendor Paid YTD*.

**Recalculate YTD to Calendar Year** - Enter the calendar year to recalculate.

Click **Next** to run the routine.