

Print 1099 Forms

Overview

The **Print 1099 Forms** application can choose amount paid from either **YTD** or **Last Year**. You should choose **YTD** if you run 1099 prior to clearing the **YTD** accumulators. You should choose “Last Year” if you run 1099 after clearing the **YTD**. It provides all necessary information on **1099-MISC** forms for individuals who receive compensation but who are not employees. One vendor's name, address, and federal ID number from the vendor file are printed on each form, along with a figure indicating the total payments made to the vendor during the course of the year. The original copy (Copy A) is sent to the IRS. Copy B is sent to the vendor. Copy C is kept in your files and the last copy is for the state.

** From V7.5 Elliott removed **Create** program to create the **IRSTAX** file on disk required by the Internal Revenue Service for magnetic media reporting. **

Vendor File Setup

In the **Vendor File**, there is a field called 1099 category. This is a one-character alphanumeric field. Any one-character entry is allowed. Federal 1099 information returns can only be generated for one category at a time, so it is recommended that **X** be entered as the 1099 category for all vendors for whom 1099 returns are to be generated. In this way, all 1099 returns can be generated in a single run by selecting category.

96: Vendor File Maintenance - [Electronics - RSS(96)]

Add Change Delete Extra-data Numeric-list alpha-list Labels
eXit

08x15 Fixedsys

*1. Vendor No	000100	17. Terms	5% 30 / NET 60
2. Name	Computer Electronics Center	18. Due Days	60
3. Address-1	7237 South Vermont Ave.	19. Disc Days	30
4. Address-2		20. Disc Pct	5.00
5. City	Los Angeles	21. Purchases Ytd	62,918.12
6. State	CA	22. Purchases Last Year	0.00
7. Zip Code	93477	23. Amount Paid Ytd	39,903.51 ←
8. Country	USA	24. Amount Paid Last Year	180,200.00 ←
9. Phone No	213-723-8377	25. Discounts Ytd	533.61
10. Contact	Henry Smith	26. Discounts Last Year	0.00
11. Federal Id No	83-4773473	27. Automatic Distribution ?	Y
12. Fed Id Type	F		
13. 1099 Category	7		
14. Vendor Type	MFG		
15. Vendor Status			
16. Last Activity Date	09/19/13		

Field Number ?

The 1099 print application supports boxes one to eight on the 1990 1099-MISC tax form. The vendor category code controls which box the year-to-date payment is entered; for example, if the vendor category code contains a three, the payment amount would be printed in box three of the 1099.

The following are the codes and 1099 boxes supported by **Elliott™**:

- 1 - Rents
- 2 - Royalties
- 3 - Prizes, awards, etc.
- 4 - Federal income tax withheld
- 5 - Fishing boat proceeds
- 6 - Medical and health care payments
- 7 - Nonemployee compensation
- 8 - Substitute payments in lieu of dividends or interest

Print 1099 Form

1. Preprint Laser 1099 Form: Elliott support standard IRS laser form, it will be purchased from Staples, Office Depot, Office Max and major Form printing companies.
2. You may choose YTD or Last Year for Amount Paid.
3. Enter Employer information from field # 2 to 6.
4. Enter 1099 Category, Vendor range, Cut off Amount from field # 7 to 10.

96: Print 1099 Forms - [Electronics - R55(96)]

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Please Enter The Following Payer's Information

1. Use Ytd or Last Yr Amt Paid?
2. Company Name
3. Company Address 1
4. Company Address 2
5. City, St Zip
6. Company Phone No.

Please Enter 1099 Category, Range Of Vendors And Cut Off Amount To Print

7. 1099 Category
8. Starting Vendor No
9. Ending Vendor No
10. Cut Off Amount

Y = Use Ytd Amt Paid L = Use Last Yr Amt Paid

Area: 2101 2253 004 ROGER at ROGER AP21P1

If the vendor category code in the vendor record is not one of the above, the year-to-date (or last-year) payment amount will print in box seven of the 1099, nonemployee compensation.