## 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  $\mathbf{X}$  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 - R55(96)]	
Add Change Delete Extra-dat	a <u>N</u> umeric-list al <u>P</u> ha-list <u>L</u> abels
eXit	
× 🗆 🖻 🛱 🗑 💕 🛢 🕵 🛆 M 🔍 🔇 🥂	🖪 😚 🚱 🝘 🍘 🔳 😒 08x15 Fixedsys 🔹 💌 -   +
*1. Vendor No 000100	0 t
2. Name Computer Electronics 3. Address-1 7237 South Vermont Av	
4. Address-2	e.
5. City Los Angeles	
6. State CA	
7. Zip Code 93477	17. Terms 5% 30 / NET 60
8. Country USA	18. Due Days 60
0 BL N- 040 700 0077	19. Disc Days 30
9. Phone No 213-723-8377 10. Contact Henry Smith	20. Disc Pct 5.00
To. concact Henry SMICH	21. Purchases Ytd 62,918.12
11. Federal Id No 83-4773473	22. Purchases Last Year 0.00
12. Fed Id Type F	23. Amount Paid Ytd 39,903.51 🛶 🛶
13. 1099 Category 7	24. Amount Paid Last Year 180,200.00 ←
	25. Discounts Ytd 533.61
14. Vendor Type MFG	26. Discounts Last Year 0.00
15. Vendor Status 16. Last Activitu Date 09/19/13	27. Automatic Distribution ? Y
16. Last Activity Date 09/19/13	27. HULUMALIC DISTIDULIUN : Y
Field Number ?	
	11.

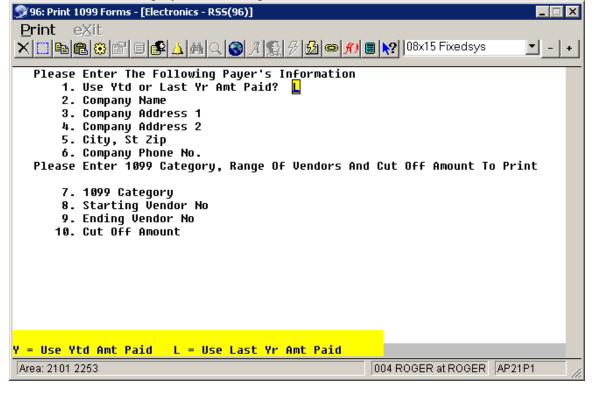
The 1099 print application supports boxes one to eight on the 1990 1099-MISC tax form. The vendor category code controls which box the year-to-date payment is entered; for example, if the vendor category code contains a three, the payment amount would be printed in box three of the 1099.

The following are the codes and 1099 boxes supported by Elliott<sup>TM</sup>:

- 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.



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.