

Preparing your 1099-NEC & 1099-MISC for printing and mailing

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Preparing your 1099-NEC & 1099-MISC forms for printing and mailing

Verify Agency's Profile

- Your agency TIN
- Your Agency NAME
- Your Agency Address
- Your Agency Contact Person for 1099-NEC & 1099-MISC: Name, Phone Number, and Email address

Please email the OFM Help Desk at HereToHelp@ofm.wa.gov of any changes to your Agency's Profile information. OFM will update your agency profile so your agency contact information shows correctly on the 1099-NEC & 1099-MISC forms.

Verify Recipient's Profile

Please **navigate** through each 1099-NEC & 1099-MISC forms and ensure that the Recipient profile exist and valid:

- TIN
- NAME
- TAX TYPE
- Address
- Zip code

If any part of the Recipient profile is incorrect, please **correct** the 1099-NEC & 1099-MISC records in Account Ability.

Verify Amounts

Verify that each 1099-NEC & 1099-MISC forms has the correct Amount and populated in the appropriate IRS Box:

- Correct Dollar Amount?
- Appropriate IRS Box?

Taking into account Electronic Funds Transfer (EFT) payments processed on last two-business day of the calendar?

Refer to user guide: [Determining the Correct 1099 Reporting Year for EFT Payments.](#)

Manually track EFT reversals and make appropriate adjustment to current year's 1099-NEC & 1099-MISC


For example:

If you incorrectly paid vendor "A" \$5000 and later did an EFT reversal (within 3-4 business days from payment date) or EFT Returned of this \$5000, the 1099-NEC & 1099-MISC will show \$5000 paid to vendor "A".

You will need to remember that you did an EFT reversal or return and manually backed out this \$5000 EFT reversal/return, as vendor A should not be receiving a 1099-NEC or 1099-MISC form.





Browsing Returns





The following are navigation buttons for browsing through the returns.





Browsing Returns within a Client (Agency) – Browse mode is indicated by the browse icon appearing next to the reporting year on the tax forms.






Browse Buttons: Navigation first, back, forward, last

 Moves to the first form in client's list of forms.
 Moves to the previous form in client's list of forms.
 Moves to the next form in client's list of forms.
 Moves to the last form in client's list of forms.

 [1099-NEC & 1099-MISC] Locate a recipient [F5] – This function will allow you access to the Shared Recipient Database.

 [1099-NEC & 1099-MISC] **Delete** recipient (Ctrl+Del) (with confirmation)

	Client (Filer) Management
	Active Forms
	Add a new recipient [Ins] (with automatic insert)
	[1099-NEC & 1099-MISC] Save Changes [F8]
	[1099-NEC & 1099-MISC] Cancel Change (Ctrl+F8, Esc)

OFM supports
**1099-NEC &
 1099-MISC only**

Delete blank forms

Sometimes Account Ability creates blank 1099-NEC & 1099-MISC forms. Please navigate through each form to spot blank 1099-NEC or 1099-MISC form. Please **delete** the **blank 1099-NEC & 1099-MISC** forms from Account Ability.

VOID all forms with amount less than the dollar amount threshold

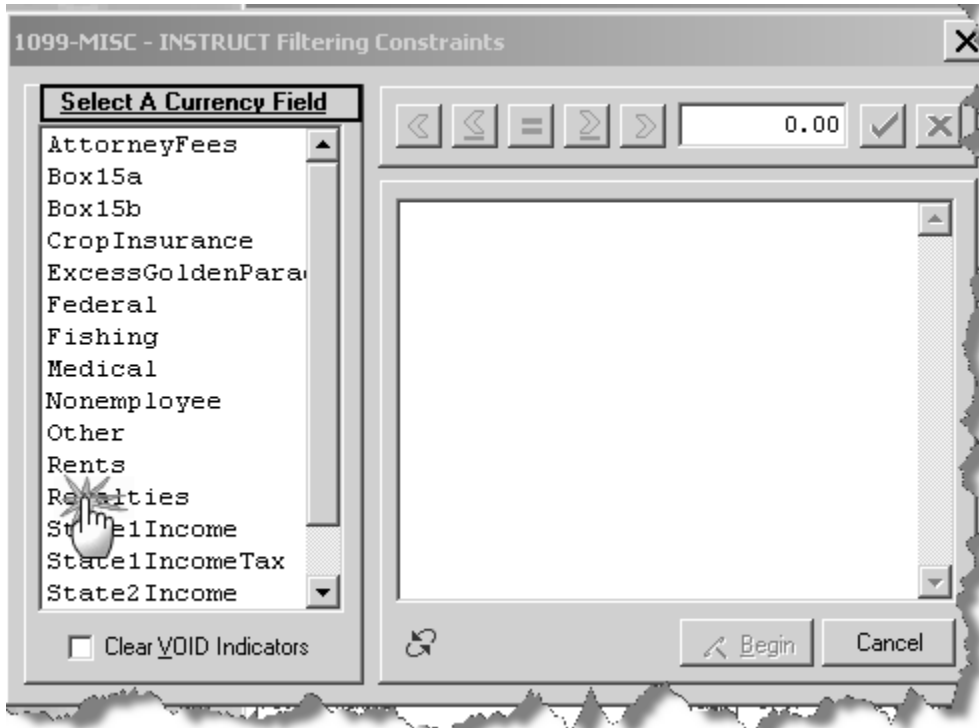



You will want to **VOID** all 1099-NEC & 1099-MISC that do not meet the dollar amount threshold. Please check with the Internal Revenue Service (IRS) on guidelines regarding category and amount threshold for 1099-NEC & 1099-MISC reporting.

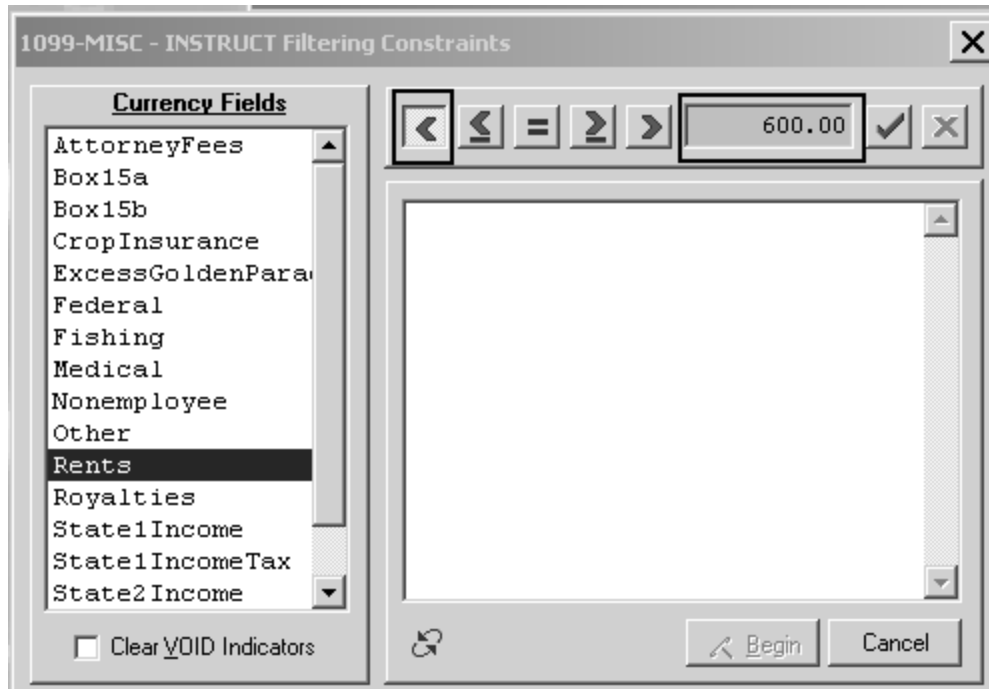
1. *Open* up your **Client Agency**
2. *Open* the **1099-NEC & 1099-MISC** forms for your agency.
3. *Click* "**Tools**" and then "**Filtering**"


4. In the “**Select a Currency Field**” section of the Filtering tool, *Click* on an IRS type {for example Rents}

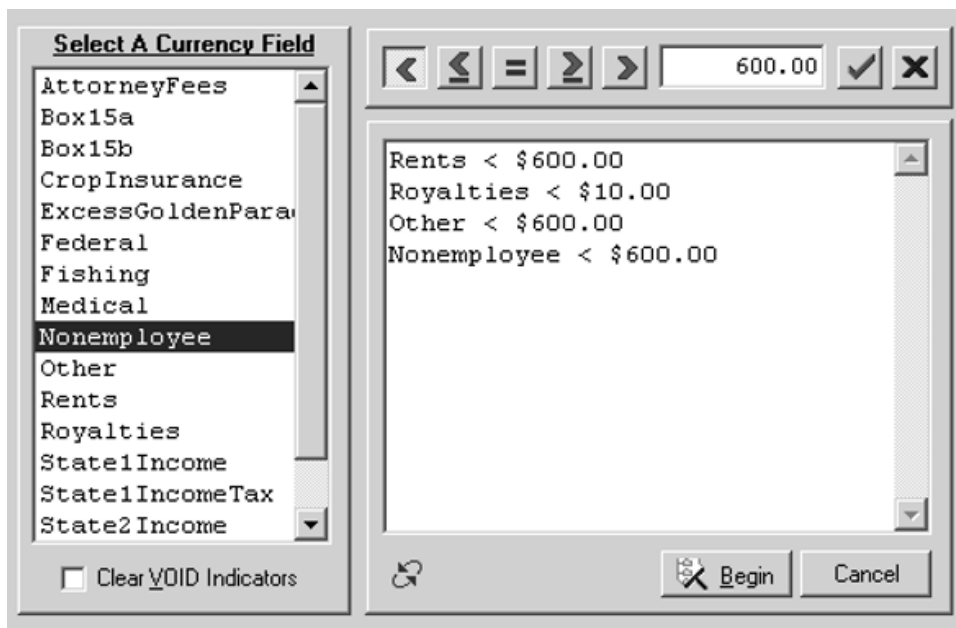
For example, the reportable amount for “**Rents**” is amount equal to or greater than \$600.



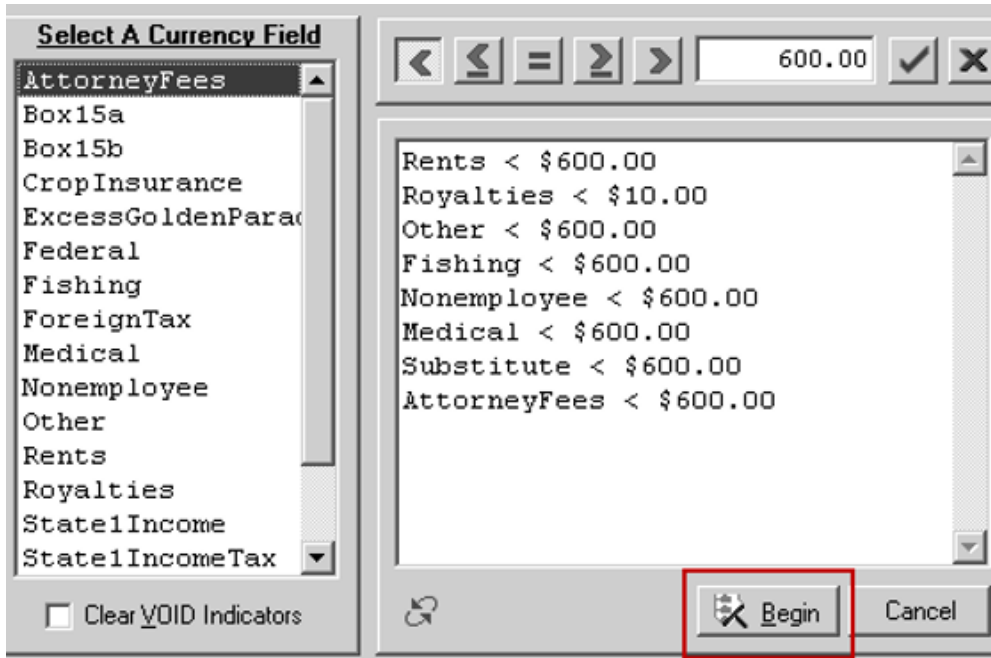
In this example, you would select “**Rents**” in the “**Select A Currency**” Field section, then in the operator section, select the “**less than**” operator  and enter “**600.00**” in the amount field.



5. Click on the green checkmark  to **save setting**.
6. *Continue* amount threshold setting for the rest of the IRS type amount.



7. When you are done with all your amount filtering, *Click **Begin***.



8. *Click “**Yes**”* to confirm filtered records to be marked **VOID** to confirm the filtered records to be marked VOID.



Delete VOIDED or BLANK 1099-NEC & 1099-MISC returns

You must delete the blank 1099-NEC & 1099-MISC returns. With the return that you want to delete in view, click on the [Delete] button.

The screenshot shows a software interface for a 1099-MISC form. The form is titled "1099-MISC - INSTRUCT" and includes fields for PAYER'S name, address, and telephone number, as well as RECIPIENT'S name and address. The form is marked as VOID. A callout box points to a "Delete" button in the top right corner of the interface. The form data is as follows:

PAYER'S name, street address, city, state, ZIP code, and telephone number		RECIPIENT'S ID Number	
AGENCY NAME AGENCY NAME LINE 2 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011		388347105	
PAYER'S Federal ID Number 01-2345679		TIN Type SSN	RECIPIENT'S name TRINH RENT TRAIN VENDOR 4 17554 N LONESOME DOVE TRAIL Street address City SURPRISE State AZ Zip Code 85374 Zip Ext. 11
Account number		Foreign <input type="checkbox"/>	CFSP <input type="checkbox"/>
15a Section 409A deferrals \$0.00		15b Section 409A income \$0.00	
State 1 17 State #1 ID number		16 State 1 tax withheld \$0.00	
State 2 17 State #2 ID number		16 State 2 tax withheld \$0.00	
18 State 1 income \$0.00		18 State 2 income \$0.00	

The interface also includes a toolbar on the right with various icons, and a "B-Notice" button at the bottom right. A callout box with the text "Click on [Delete] button to delete void or blank return" points to a button in the toolbar.

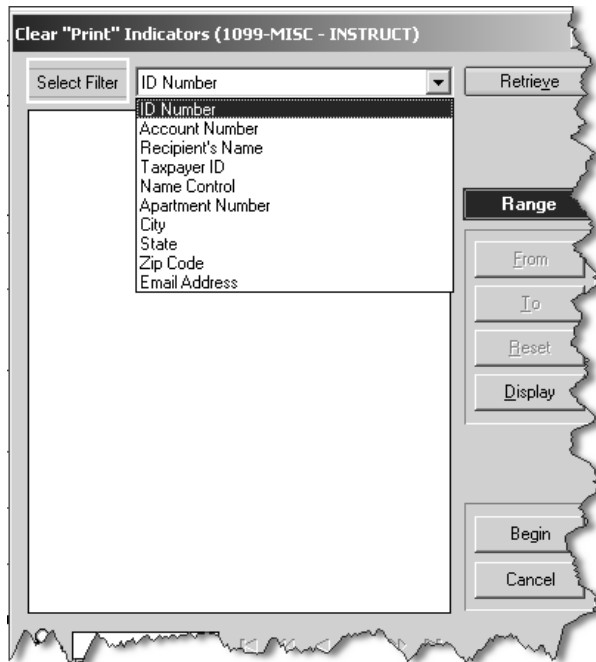
You do not have to delete the returns that have been marked **Void**. When a return that has been marked Void, the return will automatically **not print**, even if the Printed flag is unchecked. However, if you would like to delete the VOID return to clean up your returns, you can delete the VOID returns.

Clear PRINTED flag



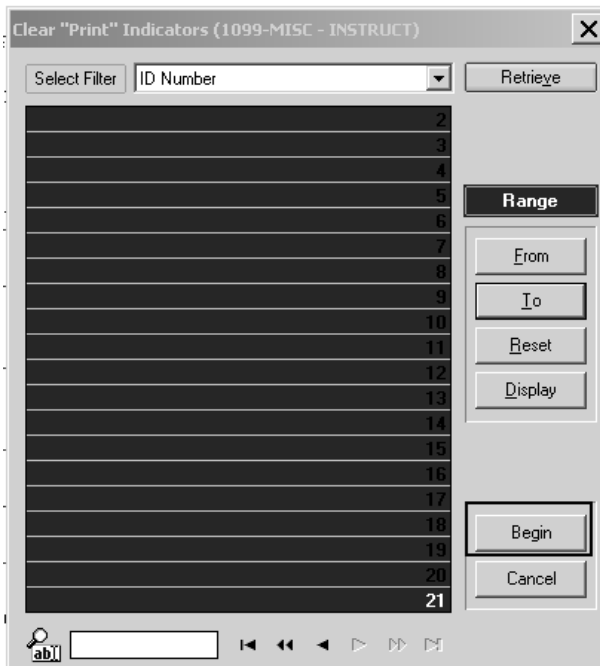
You will want to **Clear Printed** flag for all 1099-NEC & 1099-MISC that you want OFM to print and mail to your recipients on your behalf.

1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency.
3. Click “**Tools**” and then “**Clear Print Indicators**”
4. **Select Filter** to retrieve data. For example, ID Number

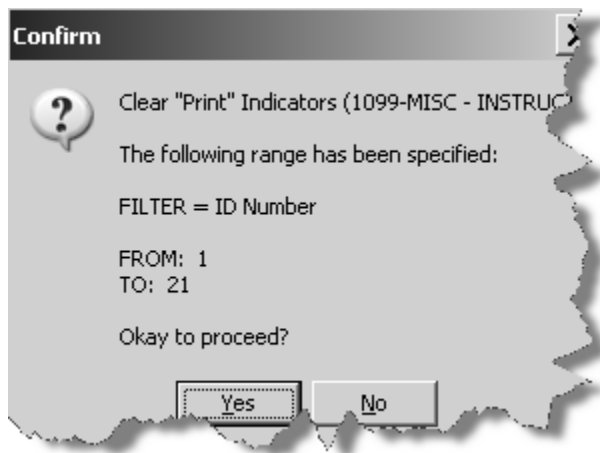


5. Click **Retrieve**
6. *Highlight* the ID Number to start, for example, "1" and *click* **From**
7. Using the arrow with a bar (locate at the bottom of the "Clear Print Indicator dialogue" to navigate to the last ID Number and highlight it, i.e. "21" and *click* **To**

8. Once the range of data to initiate action is selected, *click* “**Begin**”



9. *Click* “**Yes**” to confirm **Clear “Print”** Indicators



10. Make a note of **Printed flag unchecked**

1099-MISC - INSTRUCT

ID # 1 VOID CORR (G) CORR (C) Efile 1096 Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number

AGENCY NAME
AGENCY NAME LINE 2
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504
Telephone: 360-407-8011

PAYER'S Federal ID Number 01-2345679 TIN Type SSN RECIPIENT'S ID Number 043758121

RECIPIENT'S name
TRINH RENT TRAIN VENDOR 1
6416 PACIFIC HWY E

Street address
City FIFE State WA Zip Code 98424 Zip Ext. 1561

Account number Foreign CFSP USPS DP 2nd TIN

15a Section 409A deferrals \$0.00 15b Section 409A income \$0.00

State 1 17 State #1 ID number 16 State 1 tax withheld \$0.00 18 State 1 income \$0.00
State 2 17 State #2 ID number 16 State 2 tax withheld \$0.00 18 State 2 income \$0.00

1 Rents \$112,544.88 2 Royalties \$0.00 3 Other income \$0.00 4 Federal inc \$0.00
5 Fishing boat proceeds \$0.00 6 Medical and health care \$0.00
7 Nonemployee compensation \$0.00 8 Substitute payments... \$0.00
9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => 10 Crop insurance proceeds \$0.00
11 12 13 Excess golden parachute \$0.00 14 Gross proceeds to attorney \$0.00

OMB No. 1545-0047

20 Printed flag unchecked

B-Notice

Mail: Browse

Check OFM/IRS Due Date Calendar

Please check **OFM/IRS Due Date Calendar** for 1099-NEC & 1099-MISC for date when OFM will start **PRINTING & MAILING** your agencies' 1099-NEC & 1099-MISC

1. OFM is responsible for printing and mailing of your 1099-NEC & 1099-MISC forms.
2. Check the “**1099-NEC & 1099-MISC Processing Schedule for Reporting Year 2022**” calendar – Pay attention to the due date for making changes to 1099-NEC & 1099-MISC data in Account Ability.
3. Prior to cut-off date, Agency needs to make sure that the forms are ready for printing and mailing.
4. How does Agency ensure that forms are ready for printing by cut-off date? **Uncheck “Printed”** flag is the key – these forms are ready for printing and mailing.
5. Agency can *uncheck* one by one through navigation of each form.
6. Agency can also use the Tools menu, *select* “**Clear Print Indicators...**” option to clear the Printed flag for all forms.



7. **Assumption:** the forms are ready for printing and mailing. Nothing more that you need to do to the forms.
8. **OFM is responsible for printing and mailing of Agencies' 1099-NEC & 1099-MISC forms.**

On print date, OFM will access Account Ability to extract all agencies' data and submit to the Printer for print. DES Consolidated Mail Services (CMS) will mail the 1099-NEC & 1099-MISC forms to the Recipient address on the 1099-NEC & 1099-MISC forms.

Please ensure that all Recipients' on the 1099-NEC or 1099-MISC forms have an address with a valid **zip code**.

Print a selected 1099-NEC & 1099-MISC form

1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency
3. Locate the 1099-NEC & 1099-MISC that you wish to print by using the navigation arrows from the toolbar (located to the right of your Account Ability session).



Home



Left



Right



End

4. The "Printed" box at the top of the 1099 form needs to be **unchecked** and the selection **saved**.
5. *Click* on "**File**" to open up the dropdown menu

6. Click on **Print Forms for Selected Record** and you will receive the following message:
 - a. You are requesting to print forms for the selected recipient only. Okay to Proceed?
 - i. Yes – allows you to proceed
 - ii. No – returns you to the 1099-NEC & 1099-MISC forms

Click “**Yes**” to proceed.

Note if you are unable to select on any of the print options, please save any pending changes.

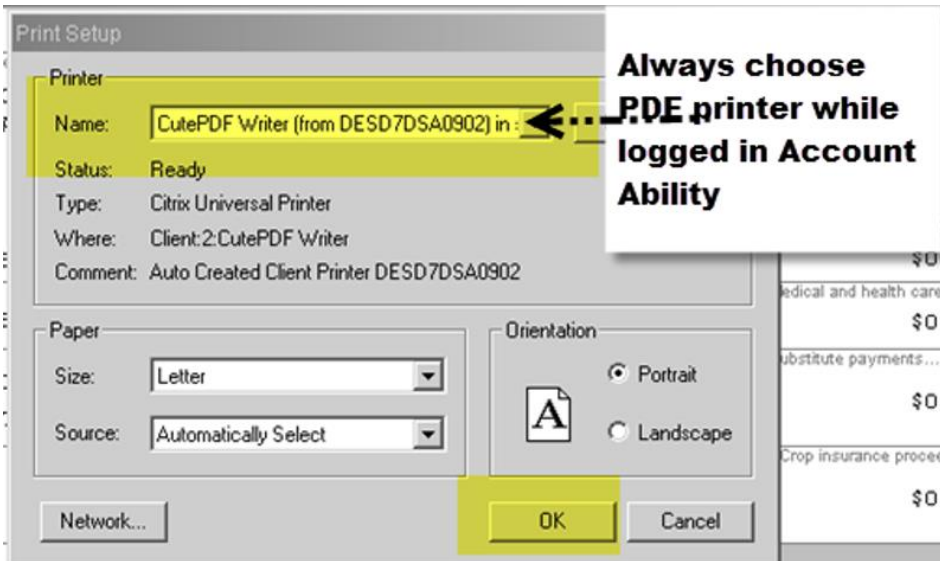
7. The **Print Setup** screen will be visible. From this screen, **locate your printer** in the NAME dropdown and *select* it.

CAREFUL CONSIDERATION – All printers in Agency’s building will be in the NAME dropdown list. Please be careful in your selection of printer.

The printer names show up may look similar to your printer but may not actually be your printer.

Please be careful that you are **selecting your printer**. Selecting someone else’s printer will result in your 1099-NEC or 1099-MISC forms printed at an unintended printer.

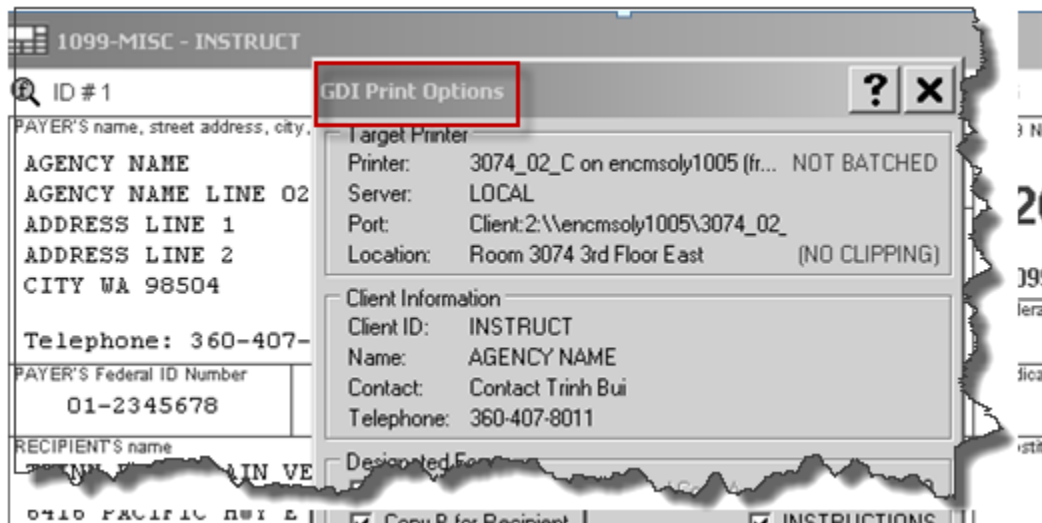
OFM strongly suggests that you setup Print in Account Ability to print using **PDF Writer or Adobe PDF**. Selecting PDF will enable to save the form in a secure location (for example a secure network folder or your secure computer) and print the specific 1099-NEC & 1099-MISC form from that secure location.



Printing a form from the server has risk, as indicated above.

8. Click **OK**.
9. You now have the **GDI Print Options** screen displayed.

Please verify again that your **Printer** selection is CutePDF Writer or Adobe PDF



10. In the **Designated Forms**, select the type of form you wish to print.

For example, if you need to reprint a **Copy B for Recipient**, put a check mark in this selection box.

The required form for recipient would be COPY B FOR RECIPIENT. Agency has the option to choose Copy C for Payer to keep on file. Note: Do not select any of the other form.

GDI Print Options

Target Printer
Printer: 4263_02_C on despsoly010 (fro... **NOT BATCHED**
Server: LOCAL
Port: Client:2:\\despsoly010\4263_02_C
Location: Room 4263 4th Floor West **(NO CLIPPING)**

Client Information
Client ID: INSTRUCT
Name: AGENCY NAME
Contact: Contact Trinh Bui
Telephone: 360-407-8011

Designated Forms

Preprinted 1099-MISC Fed Copy A 0.00 0.00
 Copy B for Recipient INSTRUCTIONS
 Copy C for Payer INSTRUCTION
 N/A
 Copy 1 for State Tax Department
 Copy 2 for Recipient's State Return
 N/A Pressure Seal
 Summary 1096 Info Copy 0.00 0.00
 Mark as printed SSA Approved
 Truncate social security numbers [SINGLE RECORD]

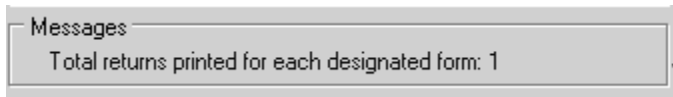
Messages

0% ? Help Print Close

11. Click **Print**

If COPY B FOR RECIPIENT selected in the Designated Forms, the **“Copy B For Recipient”** would print.

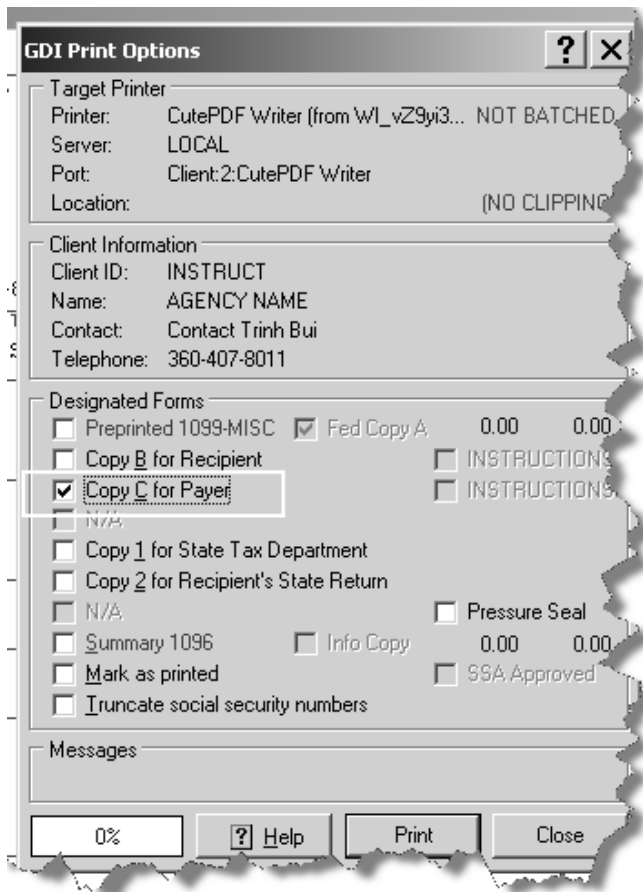
12. Make a note of the Messages and total returns printed.



Click **Close**

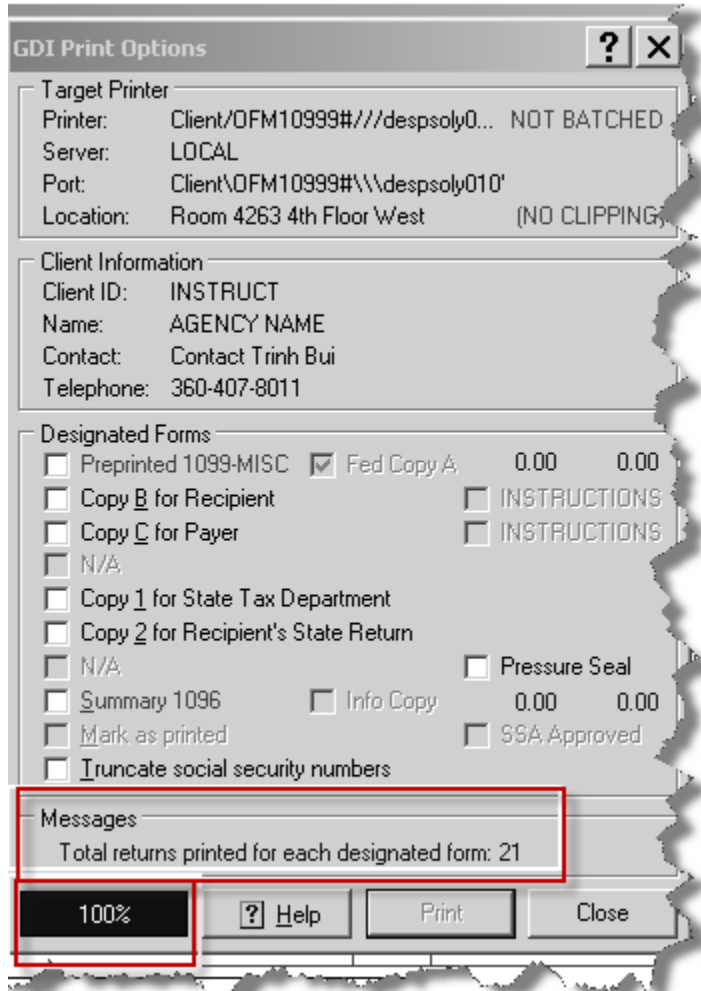
Print “Copy C for Payer”

1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency
3. Click on “**File**” to open up the dropdown menu.
4. Click “**Print Forms**”
5. The “**Print Setup**” dialogue box will be visible. From this screen, **locate your printer** in the NAME dropdown and *select* it.
6. Click “**OK**”
7. You now have the “**GDI Print Options**” dialogue box. Check “**Copy C for Payer**”



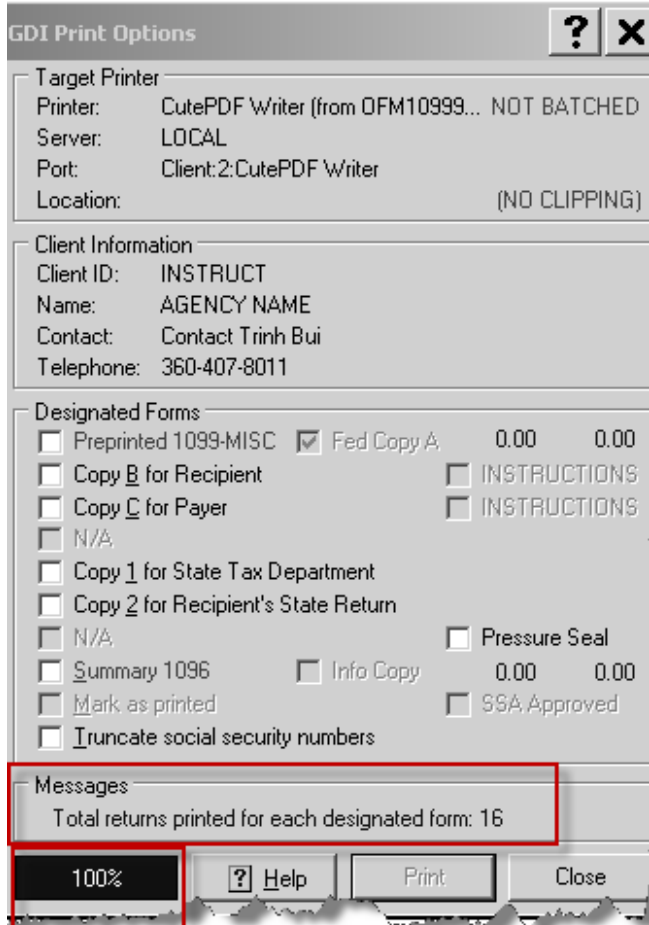
8. Click "Print" -

The Messages box will display 100% completion and total returns printed for each designated form: 21



Careful consideration: Note that if 21 forms printed (as illustrated in the training examples). What this means is that it is printing all forms created, even those that may not meet the dollar amount threshold.

If 16 forms were printed, this means that you have filtered the amount threshold and “VOID” those forms not meeting the dollar amount threshold.



RECIPIENT'S ID Number 043758121		
NAME CTRL		
State WA	Zip Code 98424	Zip Ext. 1561
Foreign <input type="checkbox"/>	CFSP <input type="checkbox"/>	USPS DP <input type="checkbox"/>
in 409A income \$0.00		2nd TIN <input type="checkbox"/>
State 1		State 2

GDI Print Options

Target Printer
Printer: Adobe PDF
Server: LOCAL
Port: Documents*.pdf
Location:

Client Information
Client ID: AGENCYID
Name: AGENCY NAME
Contact:
Telephone: 360-407-8011

Designated Forms
 Preprinted 1099-MISC Fed C
 Copy B for Recipient
 Copy C for Payer
 N/A
 Copy 1 for State Tax Department
 Copy 2 for Recipient's State Return
 N/A
 Summary 1096 Info C
 Mark as printed
 Truncate social security numbers

What does "Preprinted 1099-MISC" look like?

sample of Pre-printed Form selection

AGENCY NAME
AGENCY NAME LINE 02 112544.88
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

01-2345678 04-3758121

TRINH TRAINING VENDOR 1
6416 PACIFIC HWY E

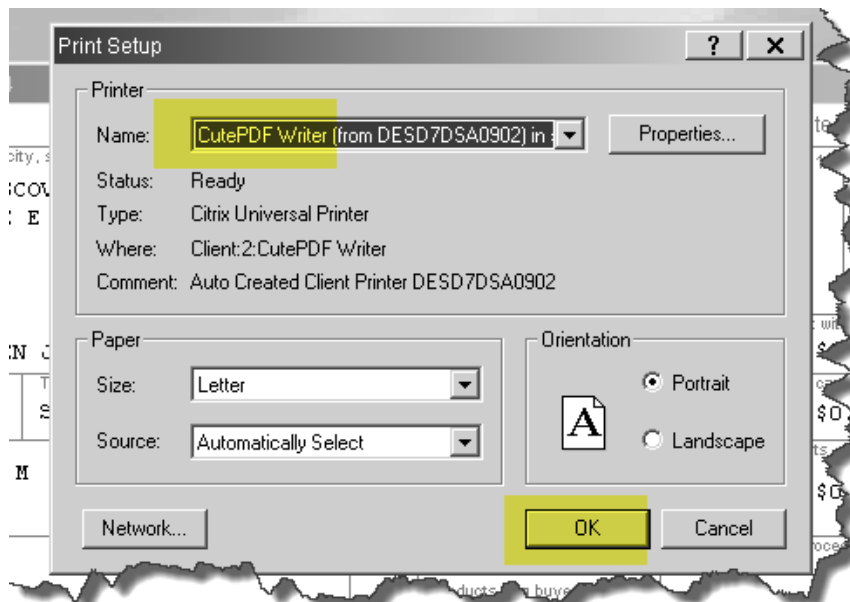
FIFE WA 98424-1561

Run the Print Summary 1096 Report

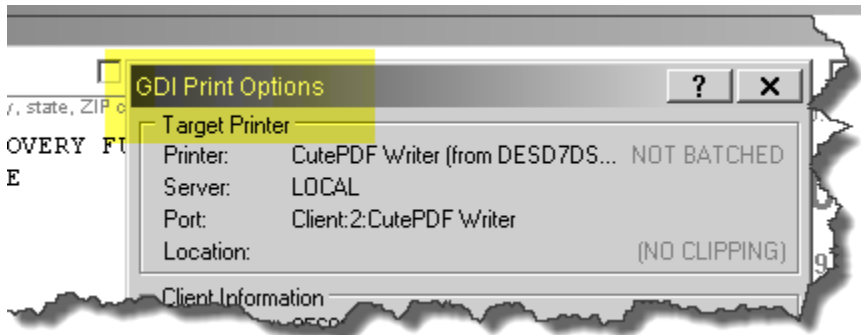
1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency
3. Click on **"File"** to open up the dropdown menu.
4. Select **"Print Forms"**
5. The **[Print Setup]** dialogue will open up. Please select a **PDF Writer option** and click **[Ok]**.

If you do not have a PDF Writer option, please contact your Agency IT staff to assist in installing a PDF Writer option.

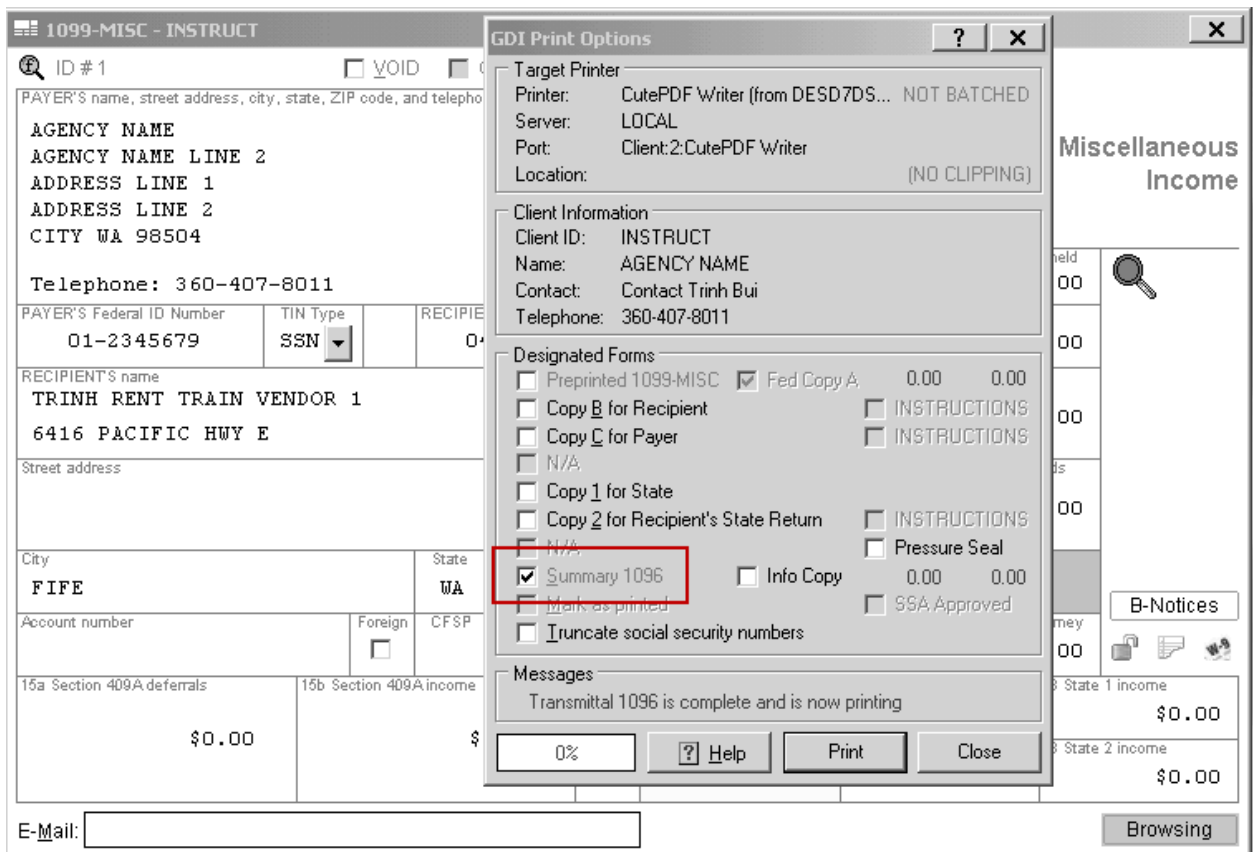
If your computer does not have a PDF Writer option, please do not attempt to print any document from 1099 Account Ability that may have Recipient's confidential information.



- The [GDI Print Options] dialogue will open.



- Put a checkmark on the “Summary 1096” to select this Designated Form”.



- Now click on [Print] –

You should be able to save the PDF print of “Form 1096 Annual Summary and Transmittal of U.S. Information Returns”.

If amount threshold was not set to VOID those less than threshold amount, and you've "Rollup" records, you should have 21 returns.

Summary 1096

AGENCY NAME
AGENCY NAME LINE 02

ADDRESS LINE 1
ADDRESS LINE 2

CITY WA 98504

Contact Trinh Bui 360 407-8011

01-2345678 21 7999999.80

Total returns created by client Total Dollars

Detailed description: This is a screenshot of a summary report for a client. At the top, it says 'Summary 1096'. Below that, it lists agency name, address lines, and city (WA 98504). The contact is 'Trinh Bui' with phone number '360 407-8011'. At the bottom, there are three fields: '01-2345678', '21', and '7999999.80'. An arrow points from the text 'Total returns created by client' to the '21' field. Another label 'Total Dollars' is positioned below the '7999999.80' field.

If you have **VOID** the forms that has amount less than threshold, you should see **16** returns for your Client ID.

AGENCY NAME
AGENCY NAME LINE 02

ADDRESS LINE 1
ADDRESS LINE 2

CITY WA 98504

Contact Trinh Bui 360 407-8011

01-2345678 16 7998943.30

Detailed description: This is a screenshot of a summary report for a client. At the top, it lists agency name, address lines, and city (WA 98504). The contact is 'Trinh Bui' with phone number '360 407-8011'. At the bottom, there are three fields: '01-2345678', '16', and '7998943.30'.

Run the Print Summary 1096 Report (Information copy)

This is another Summary 1096 version of the summary 1096.

- Put a checkmark on the “**Summary 1096**” to select this Designated Form” and a checkmark next to “Info Copy”.

The screenshot shows the '1099-MISC - INSTRUCT' software interface. The main window displays the following information:

- ID #1** (with a search icon)
- VOID RECEIVED
- PAYER'S name, street address, city, state, ZIP code, and telephone:**
 - AGENCY NAME
 - AGENCY NAME LINE 2
 - ADDRESS LINE 1
 - ADDRESS LINE 2
 - CITY WA 98504
 - Telephone: 360-407-8011
- PAYER'S Federal ID Number:** 01-2345679
- TIN Type:** SSM
- RECIPIENT'S name:** TRINH RENT TRAIN VENDOR 1
- Street address:** 6416 PACIFIC HWY E
- City:** FIFE
- State:** WA
- Account number:** Foreign CFSP
- 15a Section 409A deferrals:** \$0.00
- 15b Section 409A income:** \$
- E-Mail:** [Empty field]

The **GDI Print Options** dialog box is open, showing the following settings:

- Target Printer:** Printer: CutePDF Writer (from DESD7DS... NOT BATCHED), Server: LOCAL, Port: Client:2:CutePDF Writer, Location: (NO CLIPPING)
- Client Information:** Client ID: INSTRUCT, Name: AGENCY NAME, Contact: Contact Trinh Bui, Telephone: 360-407-8011
- Designated Forms:**
 - Preprinted 1099-MISC Fed Copy A 0.00 0.00
 - Copy B for Recipient INSTRUCTIONS
 - Copy C for Payer INSTRUCTIONS
 - N/A
 - Copy 1 for State
 - Copy 2 for Recipient's State Return INSTRUCTIONS
 - N/A Pressure Seal
 - Summary 1096** **Info Copy** 0.00 0.00
 - Mark as printed SSA Approved
 - Truncate social security numbers
- Messages:** 0%

Buttons at the bottom of the dialog box include: [0%], [Help], [Print], [Close].

On the right side of the main window, there is a **Miscellaneous Income** table with a search icon and a **B-Notices** button. The table shows State 1 income and State 2 income, both at \$0.00.

If amount threshold was not set to VOID those less than threshold amount, and you've "Rollup" records, you should have 21 forms.

INFORMATION COPY - DO NOT FILE WITH IRS													
Form 1096 Department of the Treasury Internal Revenue Service		Annual Summary and Transmittal of U.S. Information Returns										OMB No. 1545-0108 YYYY	
FILER'S Name and Address AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504										INFORMATION COPY - DO NOT FILE WITH IRS			
Name of person to contact Contact Trinh Bui					Telephone number 360-407-8011					Email address			
Fax number													
1 Employer ID number 01-2345678		2 Social security number		3 Total no. of forms 21		4 Federal tax withheld		5 Total reported with this 1096 7999999.80					
6 Enter an "X" in only one box below to indicate the type of form being filed.											7 If this is your final return, enter an "X" here <input type="checkbox"/>		
W-2G	1097-BTC	1098	1098-C	1098-E	1098-T	1099-A	1099-B	1099-C	1099-CAP	1099-DIV	1099-G	1099-H	1099-INT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-K	1099-LTC	1099-MISC	1099-OID	1099-PATR	1099-Q	1099-R	1099-S	1099-SA	3921	3922	5498	5498-ESA	5498-SA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THIS IS AN INFORMATION COPY - DO NOT FILE THIS COPY WITH THE INTERNAL REVENUE SERVICE.													

If you have **VOID** the forms that has amount less than threshold, you should see 16 returns for your Client ID.

INFORMATION COPY - DO NOT FILE WITH IRS													OMB No. 1545-0108	
Form 1096 Department of the Treasury Internal Revenue Service		Annual Summary and Transmittal of U.S. Information Returns										YYYY		
FILER'S Name and Address AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504										INFORMATION COPY - DO NOT FILE WITH IRS				
Name of person to contact Contact Trinh Bui						Telephone number 360-407-8011								
Email address						Fax number								
1 Employer ID number 01-2345678		2 Social security number		3 Total no. of forms 16		4 Federal tax withheld		5 Total reported with this 1096 7998943.30						
6 Enter an "X" in only one box below to indicate the type of form being filed.											7 If this is your final return, enter an "X" here <input type="checkbox"/>			
W-2G	1097-BTC	1098	1098-C	1098-E	1098-T	1099-A	1099-B	1099-C	1099-CAP	1099-DIV	1099-G	1099-H	1099-INT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1099-K	1099-LTC	1099-MISC	1099-OID	1099-PATR	1099-Q	1099-R	1099-S	1099-SA	3921	3922	5498	5498-ESA	5498-SA	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

THIS IS AN INFORMATION COPY - DO NOT FILE THIS COPY WITH THE INTERNAL REVENUE SERVICE.

Important NOTE: Please **do not** mail this Summary 1096 to the IRS. This is for your information only. OFM will electronically file your returns to the IRS on your behalf. For this reason, you do not need to mail a summary 1096 to the IRS.

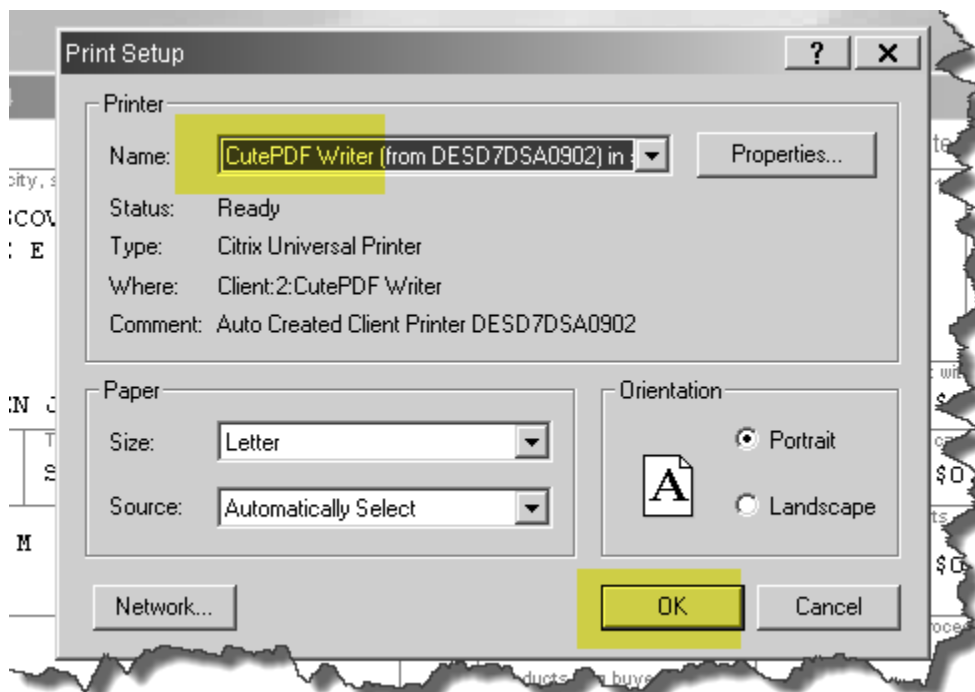
Run the Print Control Report

“**Print Control Report**” list all the 1099-NEC & 1099-MISC forms for your agency.

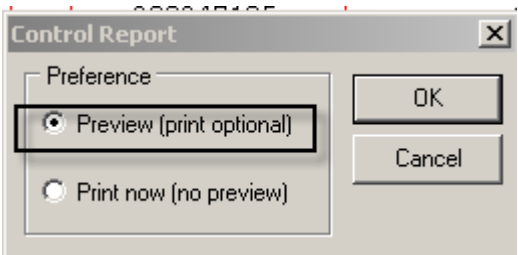
1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency
3. Click on “**File**” to open up the dropdown menu
4. Select “**Control Report**”
5. The [**Print Setup**] dialogue will open up. Please select a **PDF Writer option** and click [**Ok**].

If you do not have a PDF Writer option, please contact your Agency IT staff to assist in installing a PDF Writer option.

If your computer does not have a PDF Writer option, please do not attempt to print any document from 1099 Account Ability that may have Recipient’s confidential information.



6. Select your Control Report Preference

<p>Preview (print optional)</p> 	<p>OFM recommend that you select the “Preview (print optional)” first.</p> <p>This option will give you an opportunity to validate that you have selected your printer.</p>
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You will have the option to check the box to truncate social security numbers.

Reminder: Please do not print from 1099 Account Ability if you do not have PDF Writer option on your computer.

7. *Click* **OK**

1099-MISC Control Report (2022)
AGENCY NAME (INSTRUCT)
Taxpayer ID 01-2345678
Sorted by Natural Order

<u>Name</u>	<u>Name and Address</u>	<u>Taxpayer ID</u>	<u>Boxes 1-10, 13-15, State Income and Withholding</u>			
TRINH RENT TRAIN VENDOR 1 6416 PACIFIC HWY E FIFE WA 98424-1561		043-75-8121	Box 1	112,544.88	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	
			Box 15a	0.00	Box 15b	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
TRINH RENT TRAIN VENDOR 2 DBA MARTIN SELIG REAL ESTATE C/O NORTHERN TRUST BANK FSB 1414 4TH AVE SEATTLE WA 98101-2202		203-74-8058	Box 1	5,437,137.20	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	
			Box 15a	0.00	Box 15b	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
TRINH RENT TRAIN VENDOR 3 1612 S MILDRED ST STE B TACOMA WA 98406-0512		270-08-0977	Box 1	18,683.90	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	
			Box 15a	0.00	Box 15b	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
TRINH RENT TRAIN VENDOR 4 17554 N LONESOME DOVE TRAIL SURPRISE AZ 85374		388-34-7105	Box 1	50.00	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	
			Box 15a	0.00	Box 15b	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
TRINH RENT TRAIN VENDOR 5 7711 MARTIN WAY E OLYMPIA WA 98516-5622		452-69-7705	Box 1	348,626.52	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	
			Box 15a	0.00	Box 15b	0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00