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 button 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)

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

	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)

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.

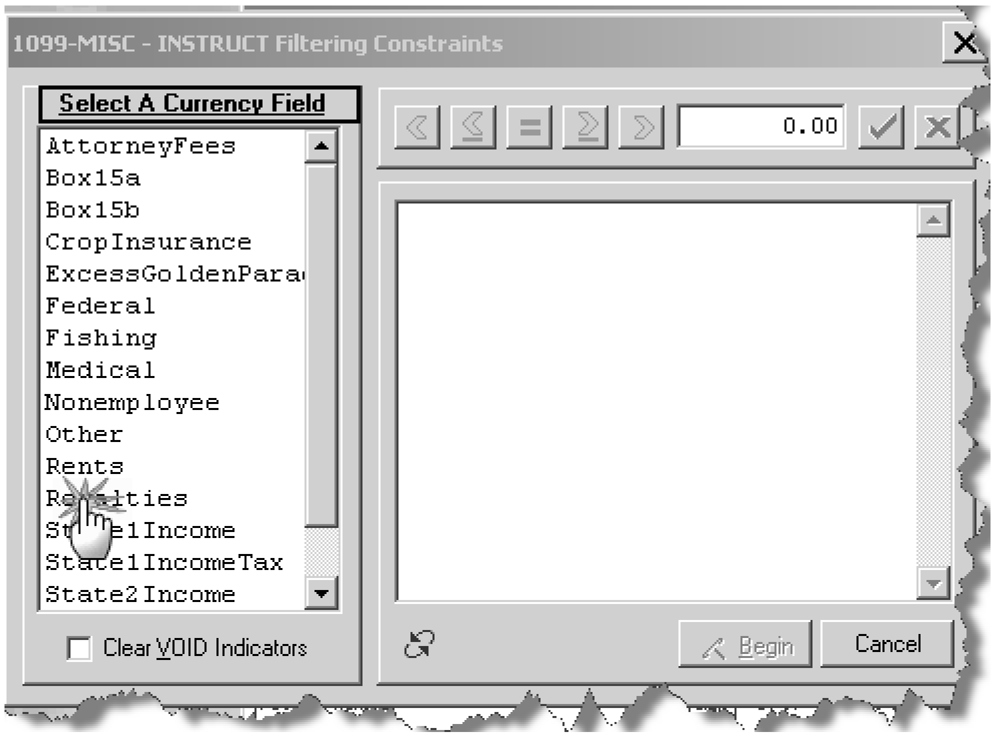
1. *Open* up your **Client Agency**

2. *Open* the **1099-NEC & 1099-MISC** forms for your agency.

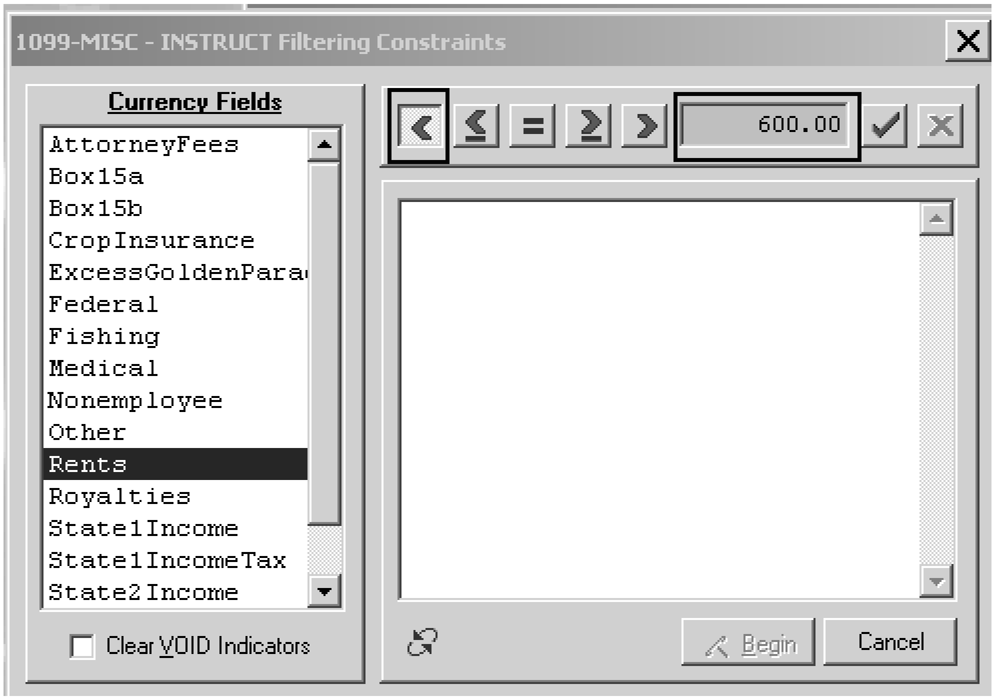
3. *Click* “**Tools**” and then “**Filtering**”

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.

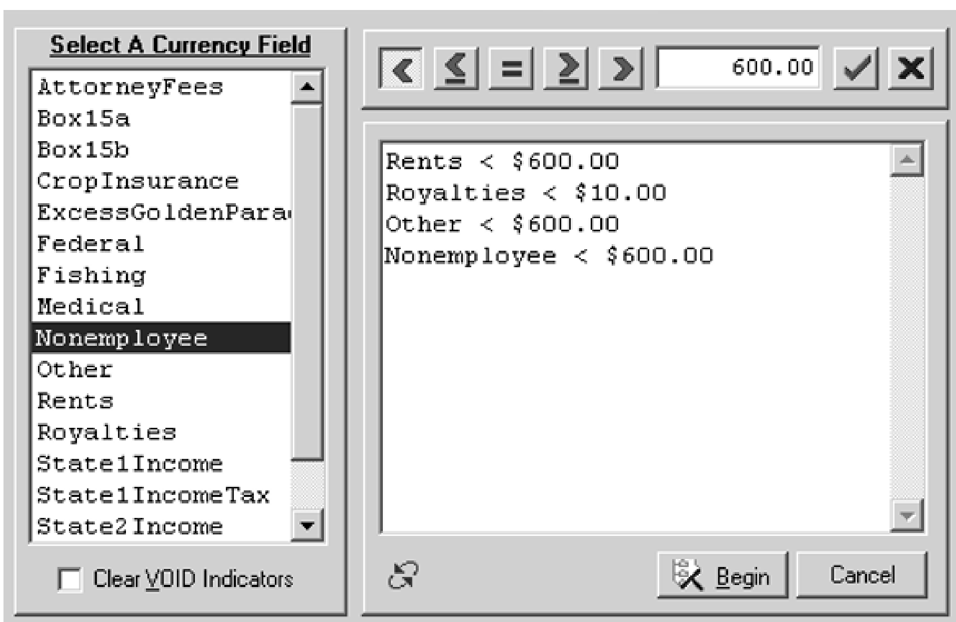


In this example, you would select **“Rents**” in the “**Select A Currency**” Field section, then in the operator section, select the **“less than**” operator  and enter “**600.00**” in the amount field.

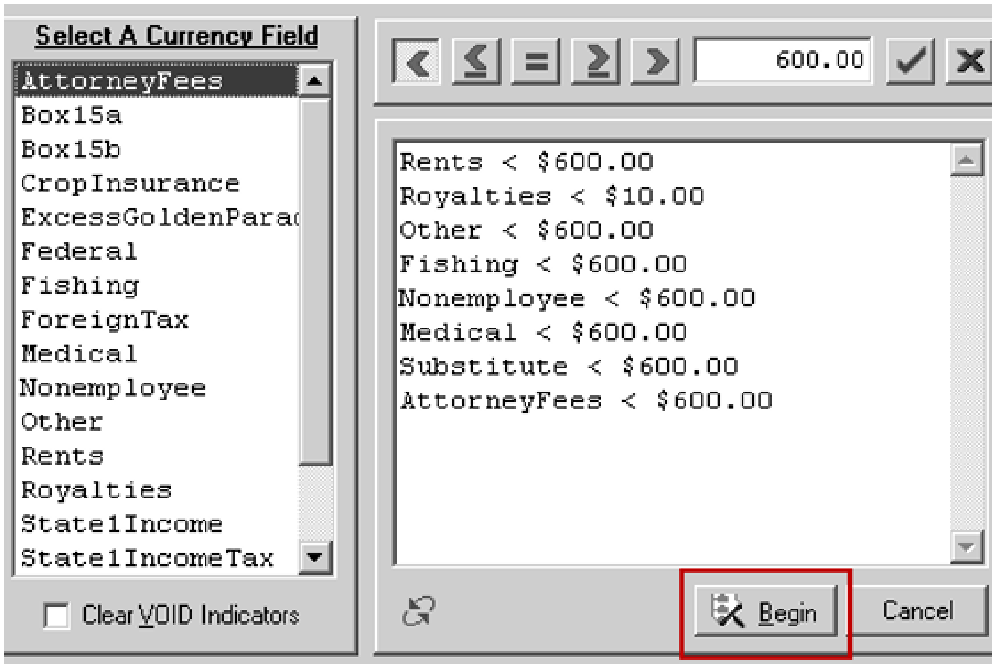


5. *Click* on the green checkmark  to **save setting**.

6. *Continue* amount threshold setting for the rest of the IRS type amount.



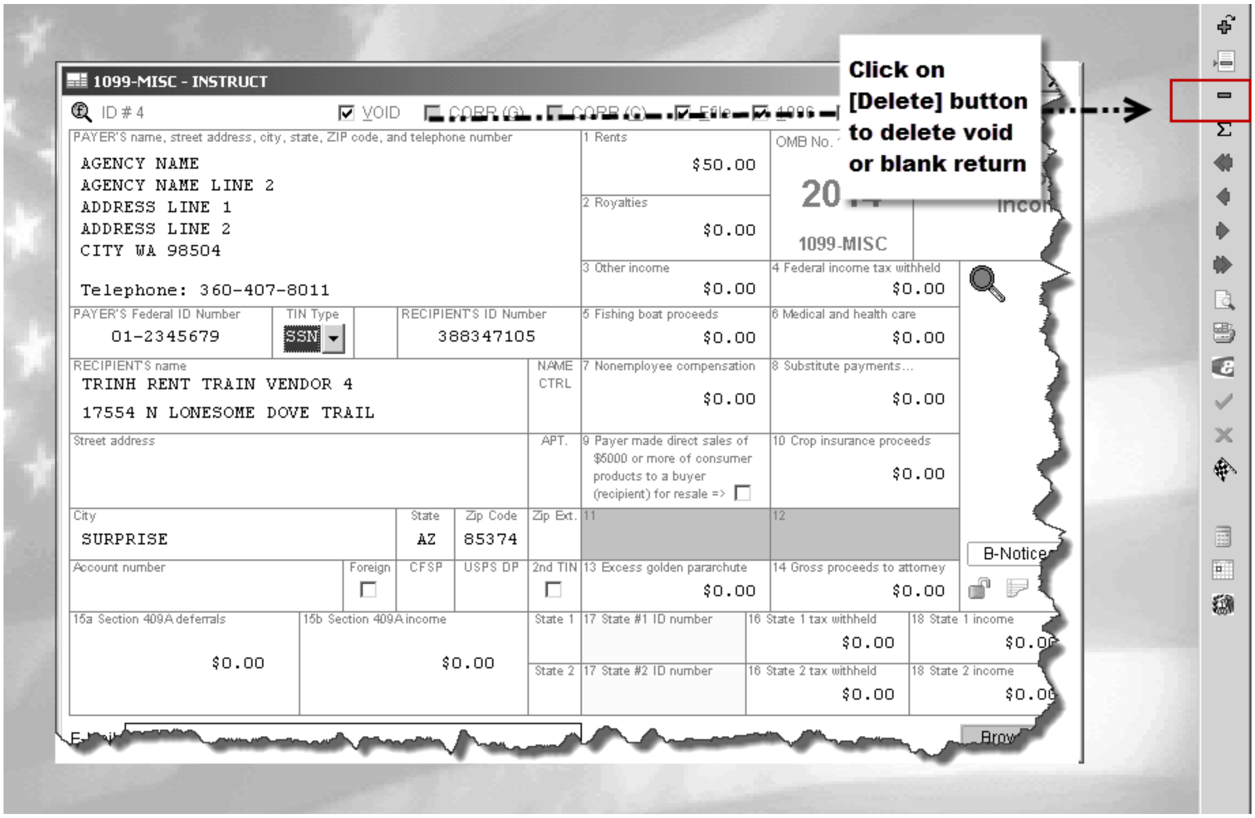
7. When you are done with all your amount filtering, *Click* **Begin**.



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.



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

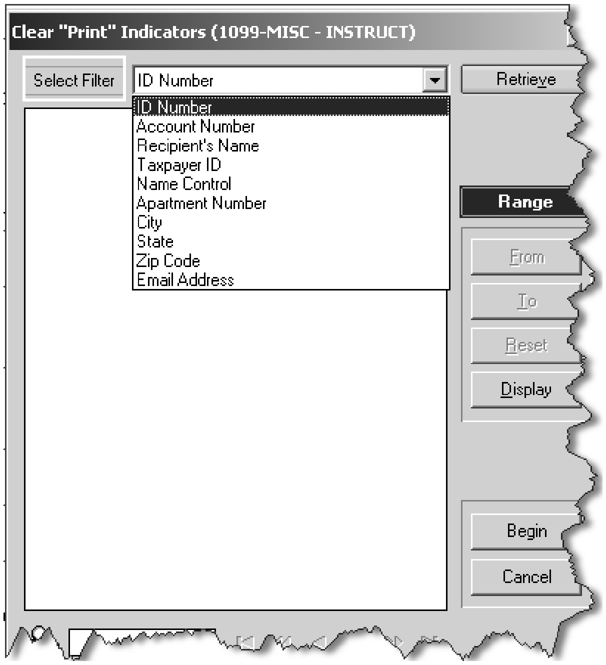
You will want to **Clear Printed** flag for all 1099-NEC & 1099-MISC that you want OFM to print and mail to your recipients on your behalf.

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

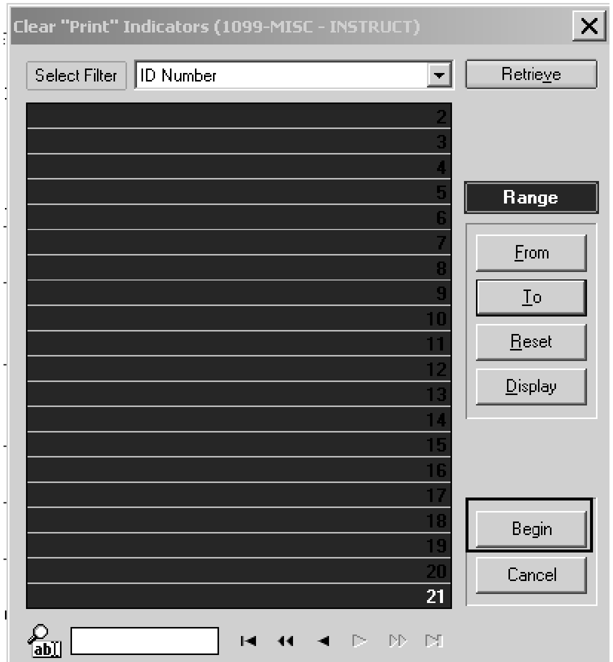


5. *Click* "**Retrieve"**

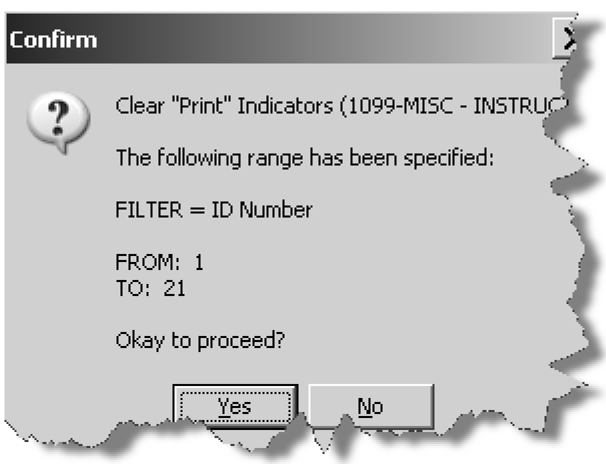
6. *Highlight* the ID Number to start, for example, "1" and *click* "**From**"

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**"

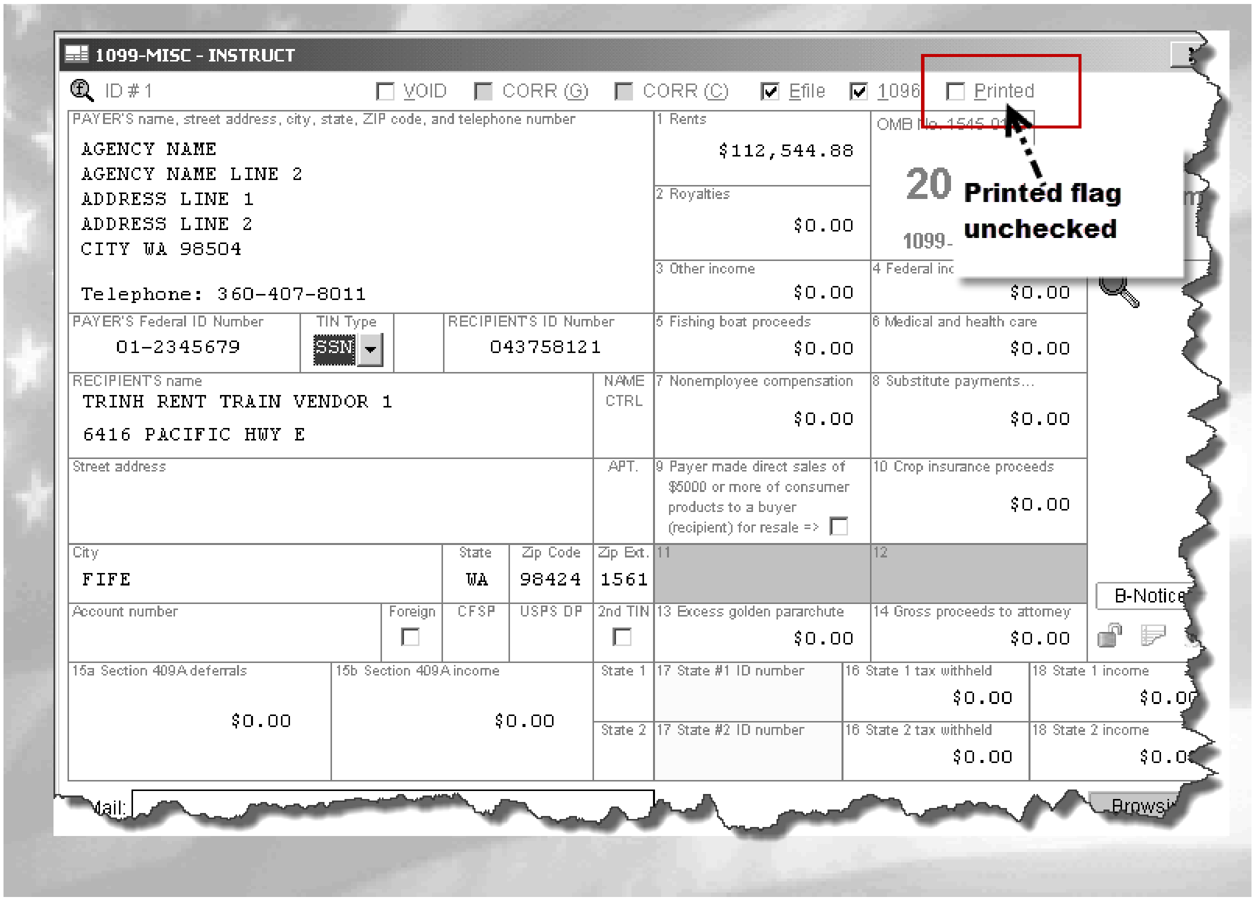
8. Once the range of data to initiate action is selected, *click* “**Begin**”



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



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



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.

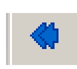
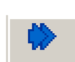
8. **OFM is responsible for printing and mailing of Agencies' 1099-NEC & 1099-MISC forms.**

   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.

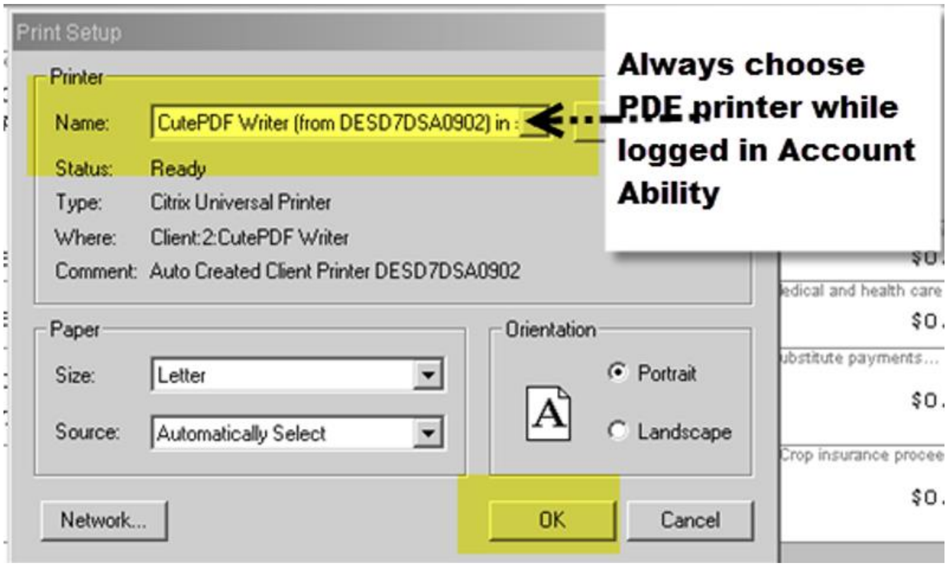
7. The **Print Setup** screen will be visible. From this screen, **locate your printer** in the NAME dropdown and *select* it.

    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 un-intended 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.

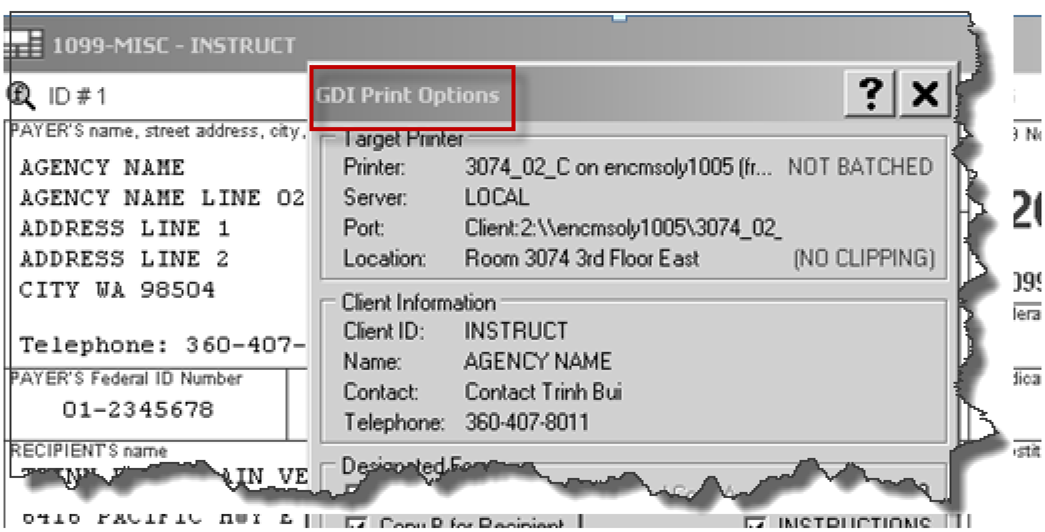


Printing a form from the server has risk, as indicated above.

8. Click **OK.**

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

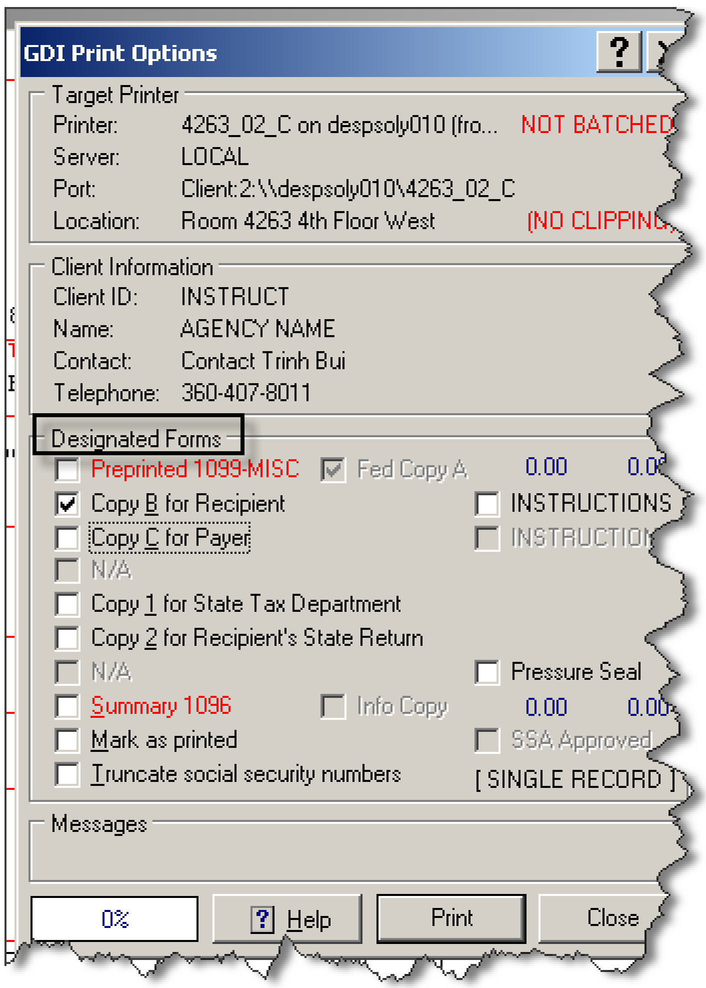
Please verify again that your **Printer** selection is CutePDF Writer or Adobe PDF



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.



11. Click **Print**

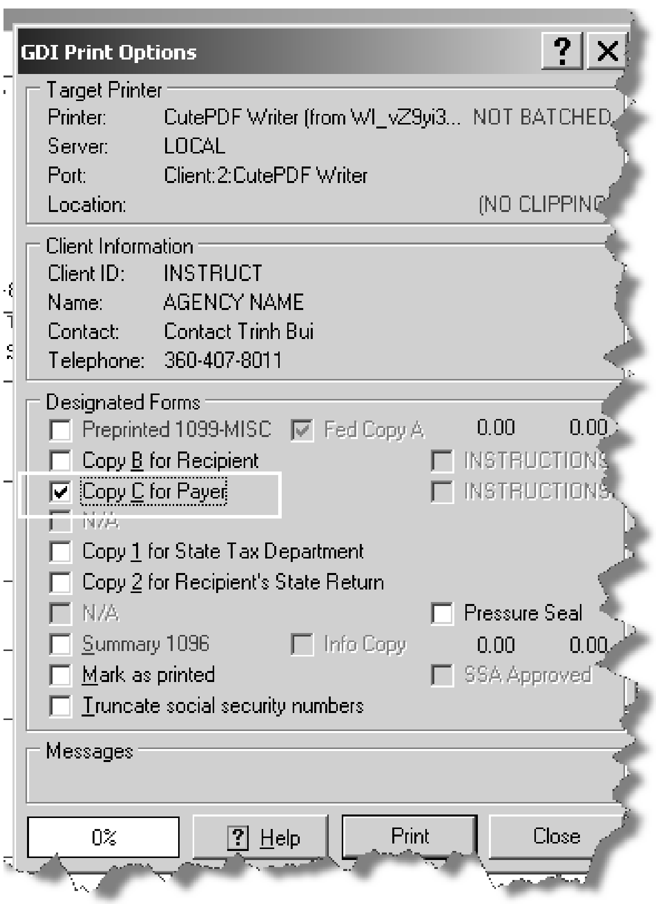
If COPY B FOR RECIPIENT selected in the Designated Forms, the "**Copy B For Recipient"** would print.

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

Click **Close**

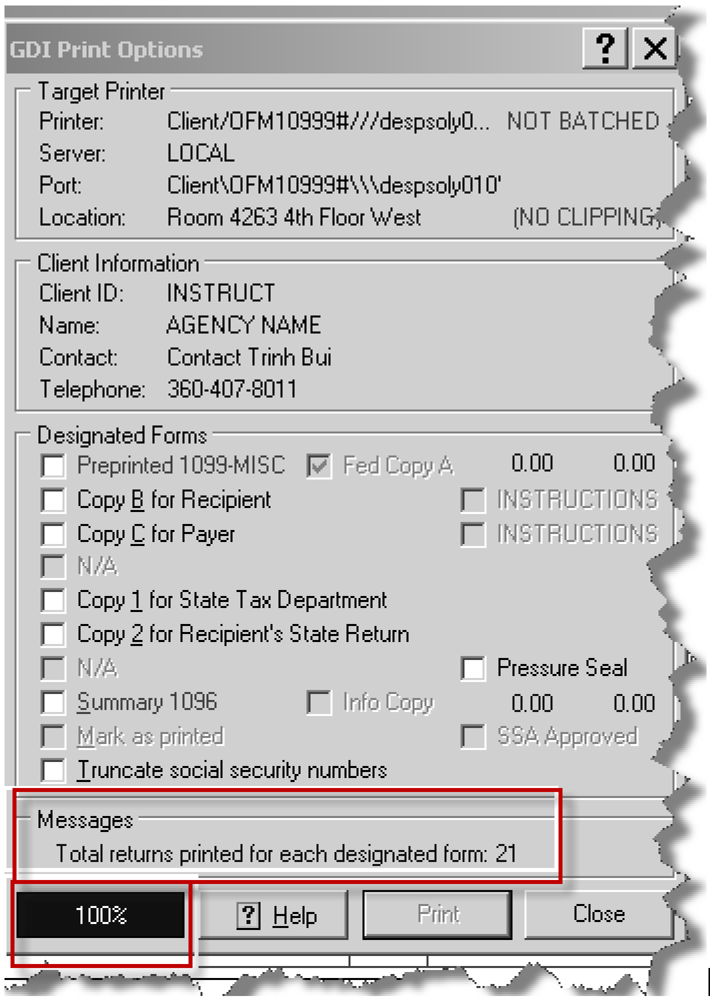
Print "Copy C for Payer"

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"**



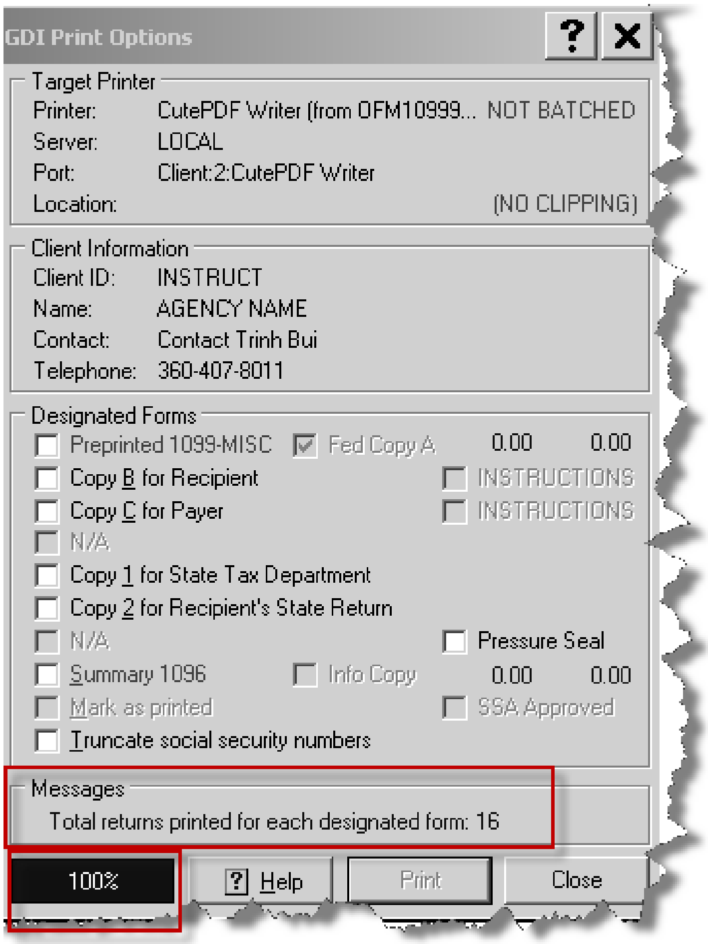
8. *Click* “**Print” -**

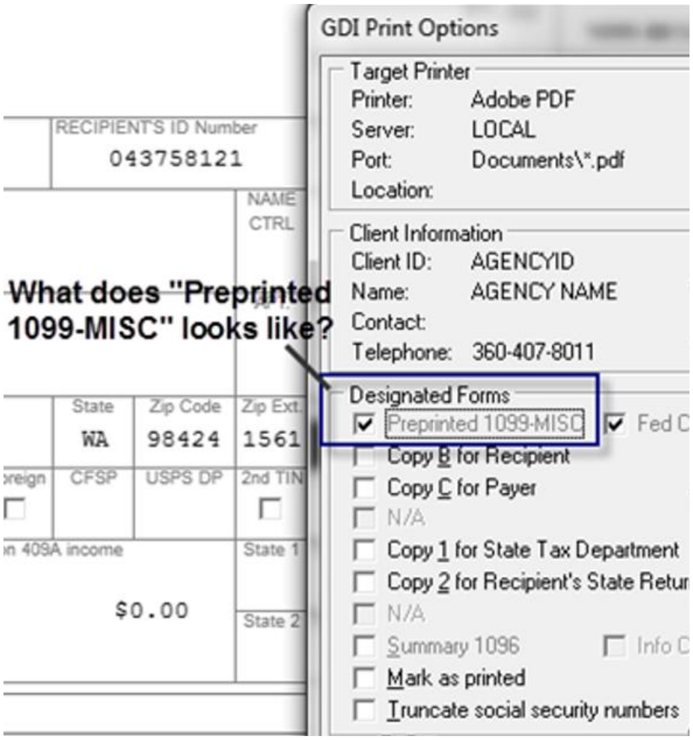
The Messages box will display 100% completion and total returns printed for each designated form: 21

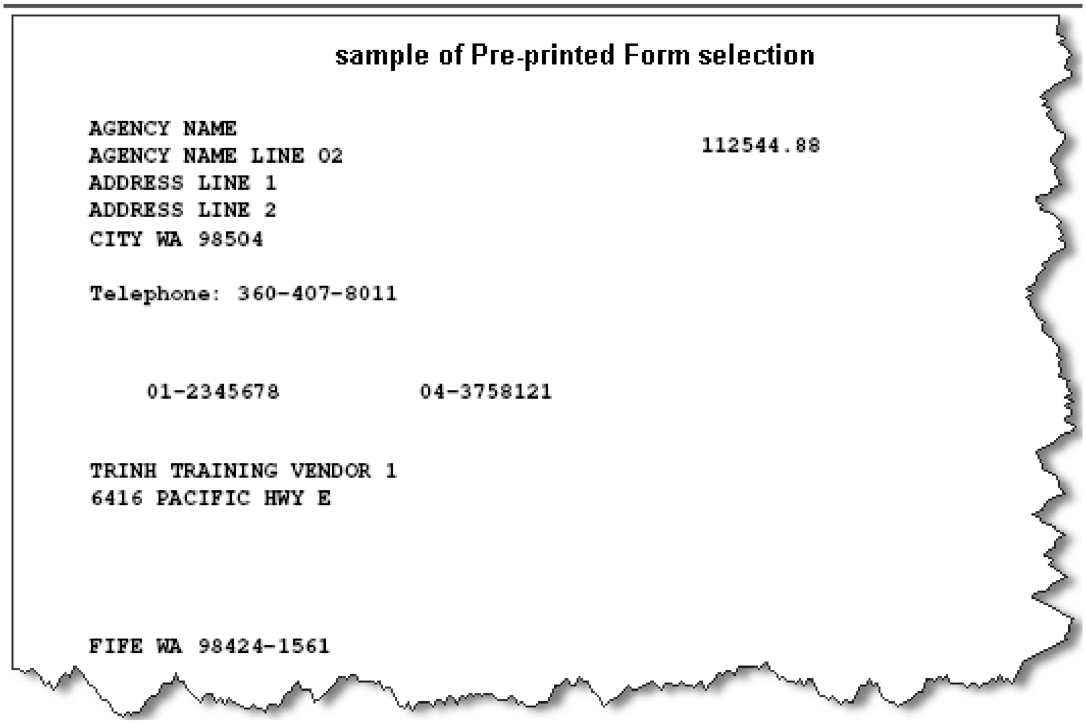


Careful consideration: Note that if 21 forms printed (as illustrated in the training examples). What this mean is that it is printing all forms created, even those that may not meet the dollar amount threshold.

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







sample of Pre-printed Form selection

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

112544.88

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

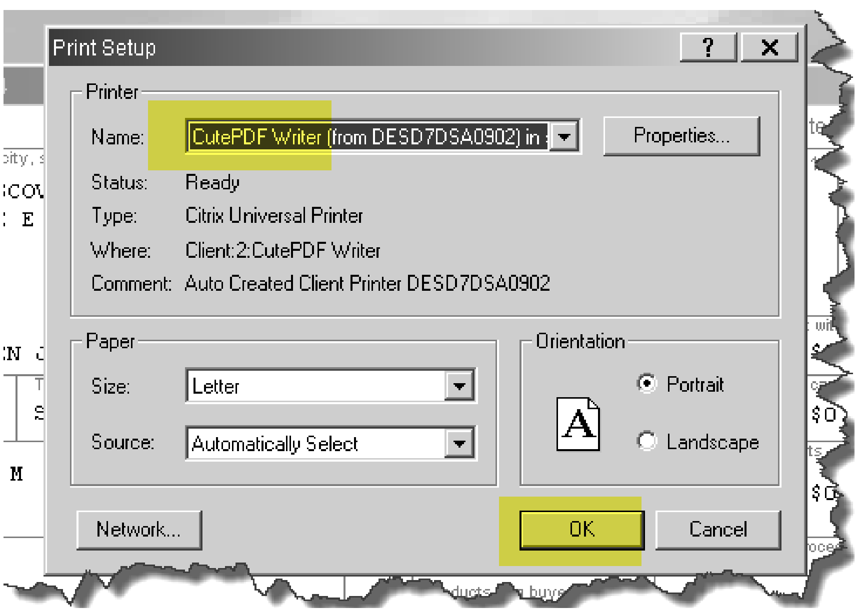
3. *Click* on "**File**" to open up the dropdown menu.

4. *Select "***Print Forms***"*

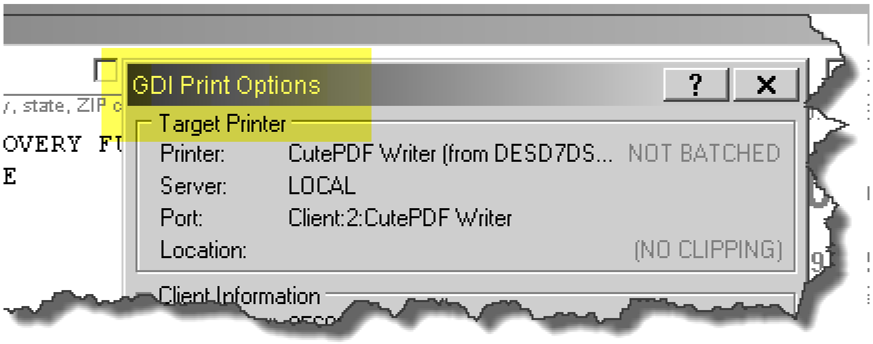
5. The [**Print Setup**] dialogue will open up. Please select a **PDF Writer option** and click [**Ok**].

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

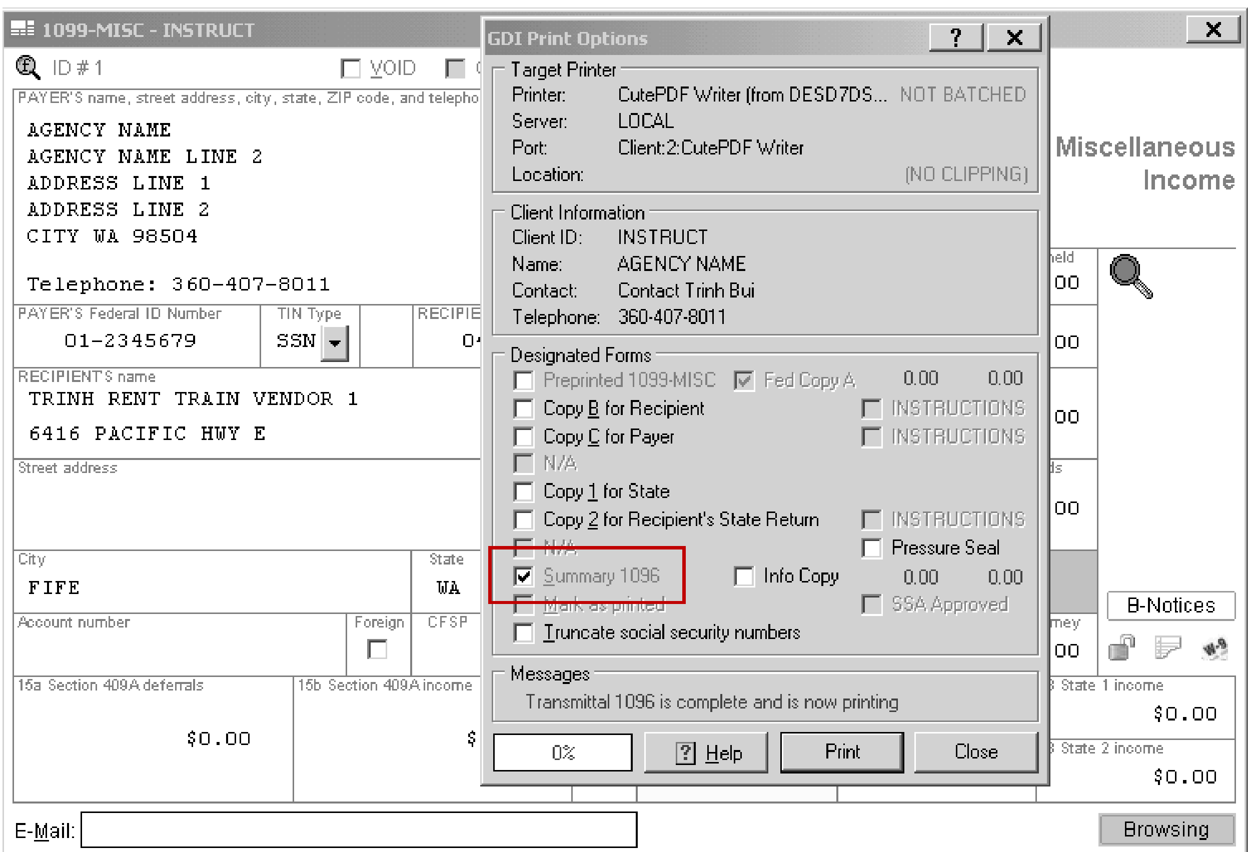
   If your computer does not have a PDF Writer option, please do not attempt to print any document from 1099 Account Ability that may have Recipient's confidential information.



6. The [**GDI Print Options**] dialogue will open.



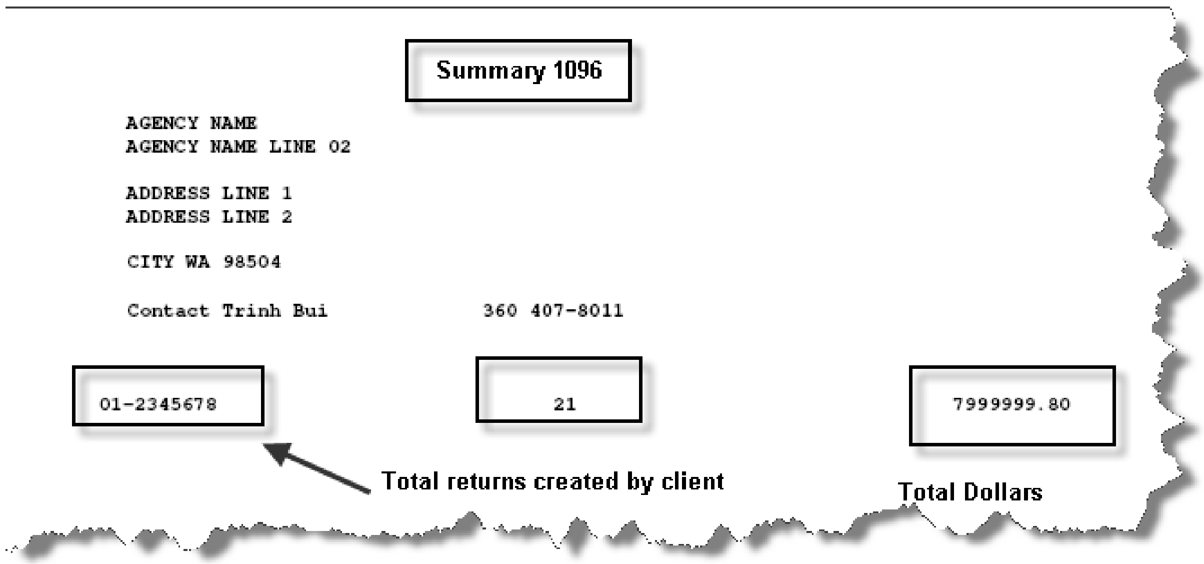
7. Put a checkmark on the "**Summary 1096**" to select this Designated Form".



8. 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

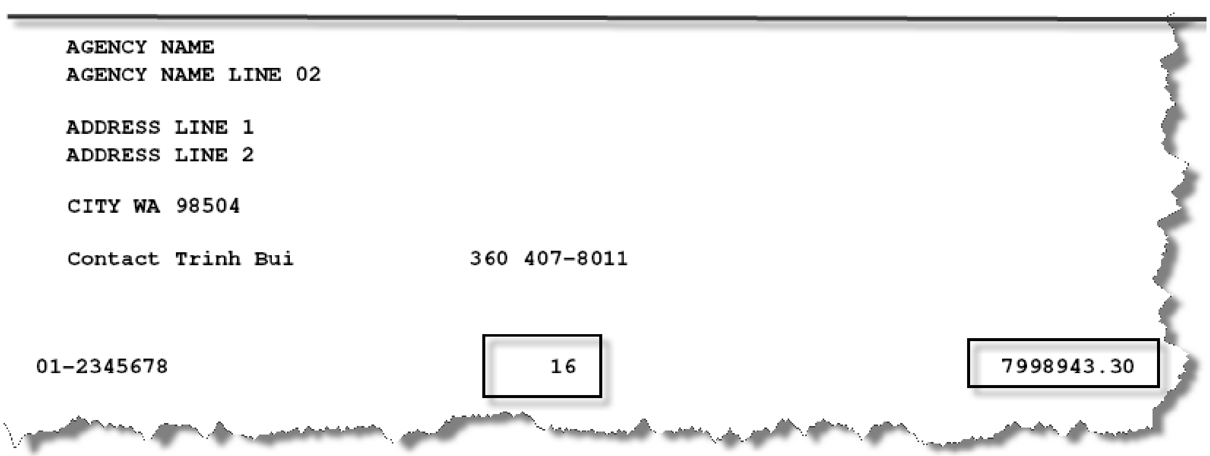
Contact Trinh Bui 360 407-8011

01-2345678 21 7999999.80

Total returns created by client

Total Dollars

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

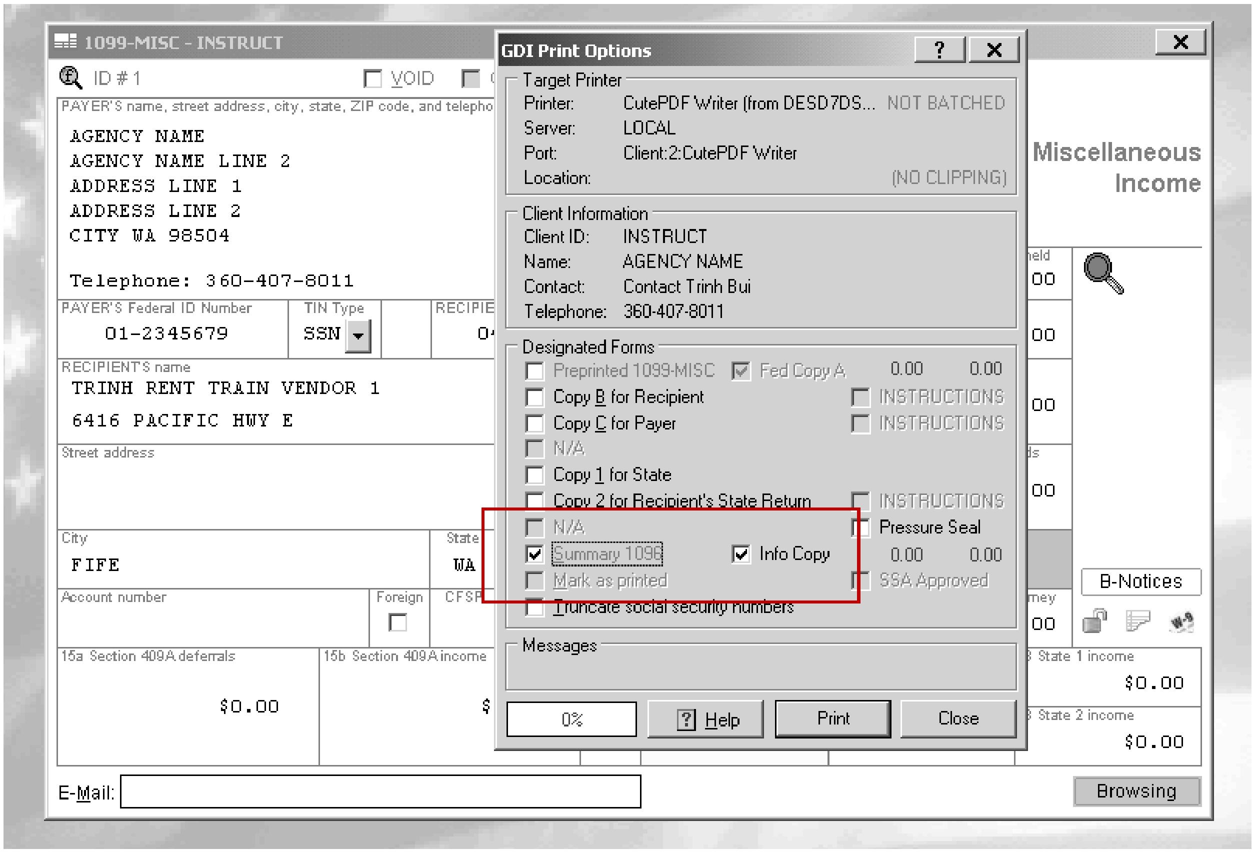
Contact Trinh Bui 360 407-8011

01-2345678 16 7998943.30

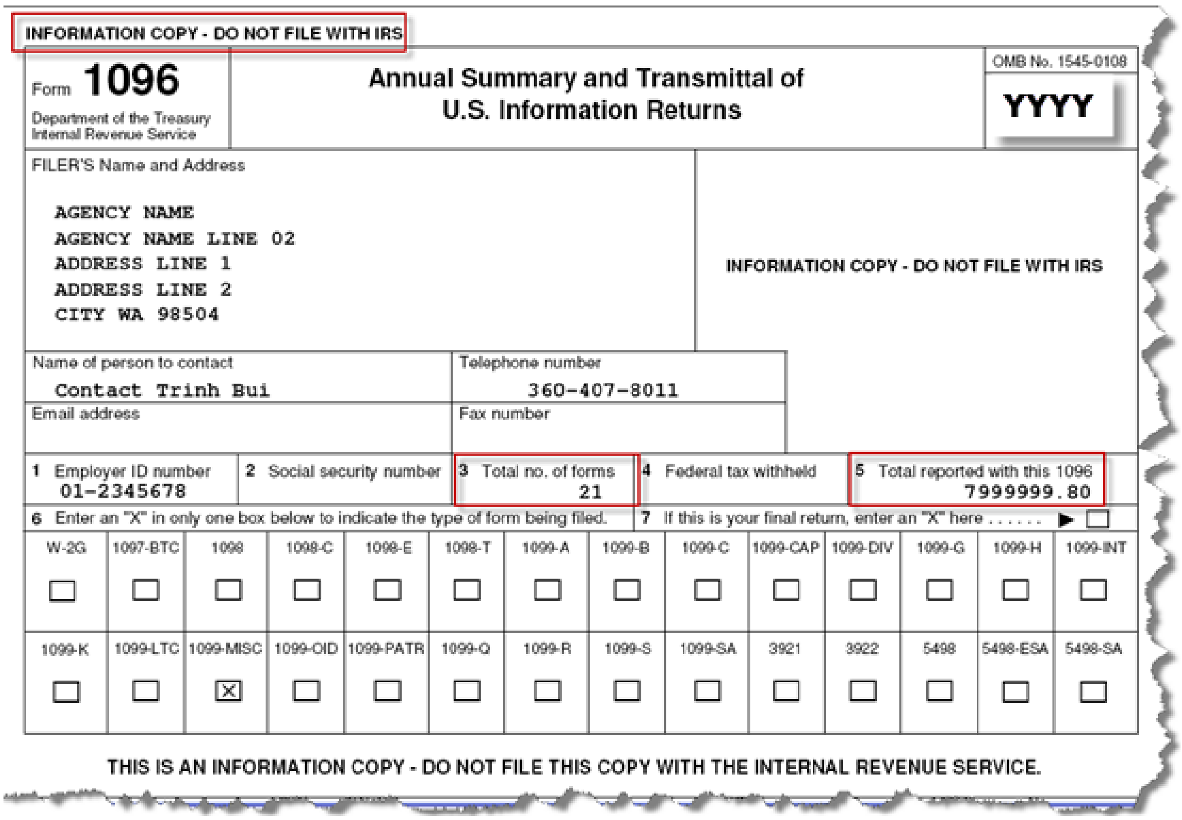
Run the Print Summary 1096 Report (Information copy)

This is another Summary 1096 version of the summary 1096.

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



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:

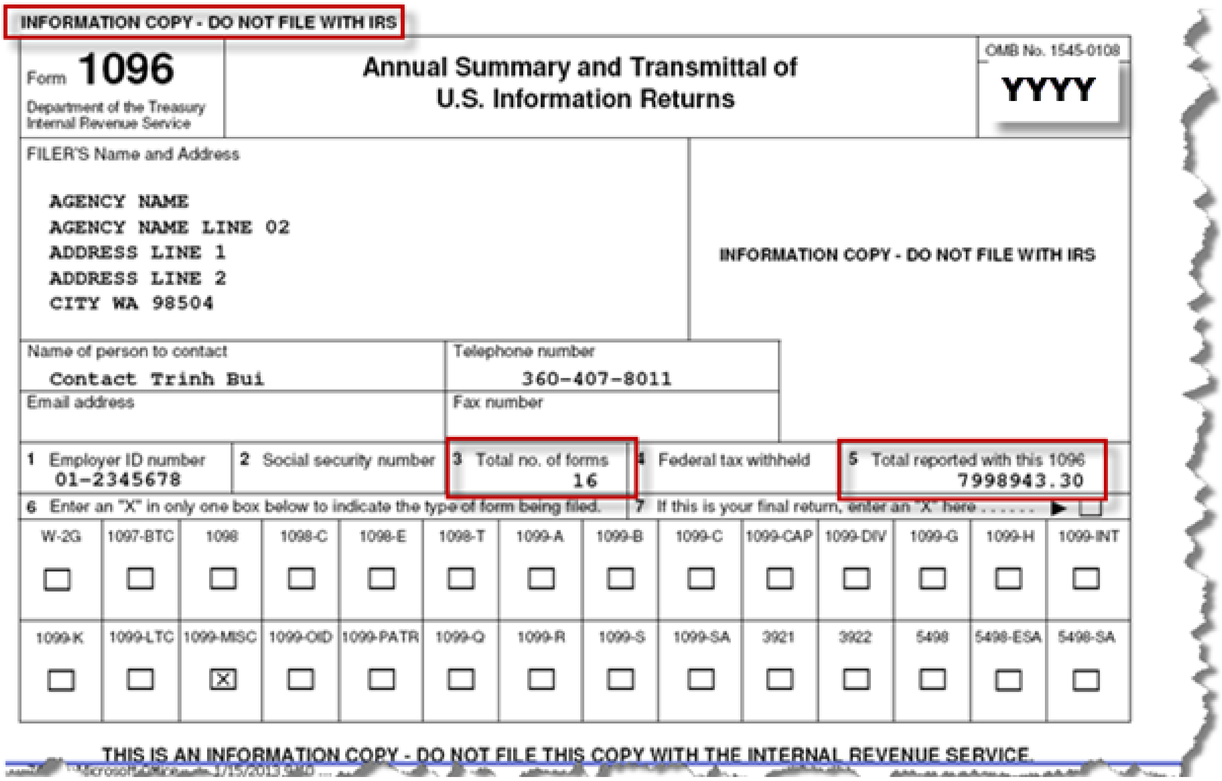
1 Employer ID number	2 Social security number	3 Total no. of forms	4 Federal tax withheld	5 Total reported with this 1096
01-2345678		21		7999999.80

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 . . . . . . ▶ ☐

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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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**
☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

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	2 Social security number	3 Total no. of forms	4 Federal tax withheld	5 Total reported with this 1096
01-2345678		16		7998943.30

6 Enter an "X" in only one box below to indicate the type of form being filed.

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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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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**
☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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.

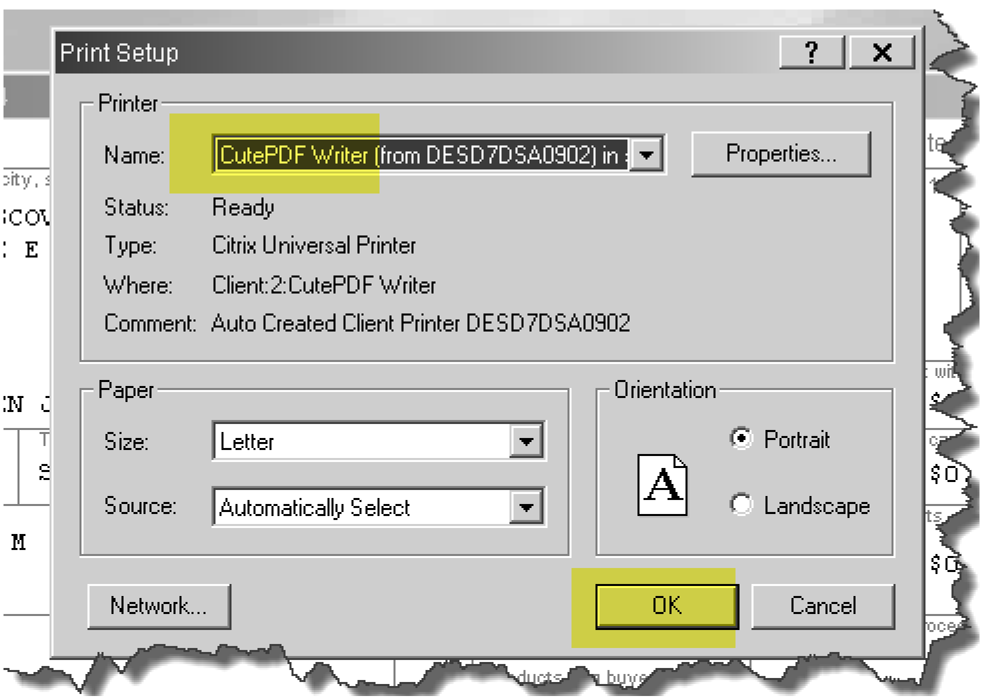
Run the Print Control Report

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

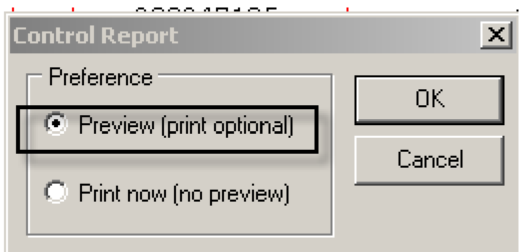
1. Open up your **Client Agency**
2. Open the **1099-NEC & 1099-MISC** forms for your agency
3. Click on “**File**” to open up the dropdown menu
4. Select “**Control Report**”
5. The [**Print Setup**] dialogue will open up. Please select a **PDF Writer option** and click [**Ok**].

   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

Preview (print optional) 	OFM recommend that you select the "**Preview (print optional)**" first. This option will give you an opportunity to validate that you have selected your printer.

You will have the option to check the box to truncate social security numbers.

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

7. *Click* **OK**

Page 1 | 1099-MISC Control Report (2012) | 01/15/13 10:52:22 AM

AGENCY NAME (INSTRUCT)
Taxpayer ID 01-2345678
Sorted by Natural Order

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