Preparation your 1099-MISC for printing and mailing

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Preparing your 1099-MISC for printing and mailing

Verify Agency's Profile

- Your agency TIN
- Your Agency NAME
- Your Agency Address
- Your Agency Contact Person for 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-MISC forms.

Verify Recipient's Profile

Please navigate through each 1099-MISC form 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-MISC record in Account Ability.

Verify Amounts

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

- Correct Dollar Amount?
- Appropriate IRS Box?
Preparing your 1099-MISC for printing and mailing

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

For example, EFT activities taken out of Calendar Reporting Year 2019
Day 1 (Friday, December 28, 2019) – release batch
Day 2 (Monday, December 31, 2019) – warrant cut
Day 3 (Wednesday, January 2, 2020) – EFT deposit (This EFT belongs to the new calendar reporting year!)

For example, EFT activities added back to Calendar Reporting Year 2019
Day 1 (Thursday, December 28, 2018) – release batch
Day 2 (Friday, December 29, 2018) – warrant cut
Day 3 (Tuesday, January 2, 2019) – EFT deposit (This EFT belongs to the new calendar reporting year!)
Preparing your 1099-MISC for printing and mailing

Manually track EFT reversals and make appropriate adjustment to current year’s 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-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-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-MISC] Locate a recipient [F5] – This function will allow you access to the Shared Recipient Database.

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

**Client (Filer) Management**

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

OFM supports **1099-MISC only**
Sometimes Account Ability creates blank 1099-MISC forms. Please navigate through each form to spot blank 1099-MISC form. Please delete the blank 1099-MISC form from Account Ability.
**Void 1099-MISC** not meeting **amount** requirement

[Tools\Filtering]

**VOID all forms with amount less than the dollar amount threshold**

---

You will want to **VOID** all 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-MISC reporting.

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

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

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

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

   For example, the reportable amount for **“Rents”** is amount equal to or greater than $600.
Void 1099-MISC not meeting amount requirement

[Tools\Filtering]

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.
Void 1099-MISC not meeting amount requirement
[Tools\Filtering]

5. Click on the green checkmark \( \checkmark \) to save setting.

6. Continue amount threshold setting for the rest of the IRS type amount.
Void 1099-MISC not meeting amount requirement
[Tools\Filtering]
Void 1099-MISC not meeting amount requirement

[Tools\Filtering]

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.

Using the sample data from training, the following forms should be marked “VOID”

- Trinh Rent Train Vendor 4 has $50
- Trinh Rent Train Vendor 9 has $500
Void 1099-MISC not meeting amount requirement

- Trinh training vendor 11 has $500
- Trinh Rent Train Vendor 13 has $6.50
- ID #21 (a blank form that was created for the column header) - $0.00
DELETE void and blank 1099-MISC

Delete VOIDED or BLANK 1099-MISC returns

You must delete the blank 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.
Preparing your 1099-MISC for printing and mailing

**Clear Printed flag - [Tools\Clear Print Indicators]**

**Clear PRINTED flag**

You will want to **Clear Printed** flag for all 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-MISC** forms for your agency.

3. Click “**Tools**” and then “**Clear Print Indicators**”

4. **Select Filter** to retrieve data. For example, ID Number
Preparing your 1099-MISC for printing and mailing

**Clear Printed flag - [Tools\Clear Print Indicators]**

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”
Preparing your 1099-MISC for printing and mailing

**Clear Printed flag - [Tools\Clear Print Indicators]**

9. *Click “Yes” to confirm Clear “Print” Indicators*
Preparing your 1099-MISC for printing and mailing

Clear Printed flag - [Tools\Clear Print Indicators]

10. Make a note of **Printed flag unchecked**
Printing and Mailing 1099-MISC to Recipients – OFM is responsible for printing and mailing forms on behalf of Agencies

Check OFM/IRS Due Date Calendar

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

1. OFM is responsible for printing and mailing of your 1099-MISC forms.

2. Check the “1099-MISC Processing Schedule for Reporting Year 2019” calendar – Pay attention to when is the last day to make changes to 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-MISC.**

   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-MISC form the Recipient address on the 1099-MISC form.

   Please ensure that all Recipients’ 1099-MISC form has an address with a valid zip code.
Printing and Mailing 1099-MISC - Print Forms for Selected Record

Print a selected 1099-MISC form

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

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-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-MISC form 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-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
### Form 1099-MISC

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rents</td>
<td>$11,254.88</td>
</tr>
<tr>
<td>Royalties</td>
<td>$2,000</td>
</tr>
<tr>
<td>Other income</td>
<td>$3,000</td>
</tr>
<tr>
<td>Federal income tax withheld</td>
<td>$4,000</td>
</tr>
<tr>
<td>Nonemployee compensation</td>
<td>$5,000</td>
</tr>
<tr>
<td>Subcontract payments in lieu</td>
<td>$6,000</td>
</tr>
<tr>
<td>of dividends or interest</td>
<td></td>
</tr>
<tr>
<td>Royalties</td>
<td>$2,000</td>
</tr>
<tr>
<td>Gross proceeds paid to an</td>
<td>$3,000</td>
</tr>
<tr>
<td>attorney</td>
<td></td>
</tr>
<tr>
<td>Excess golden parachute</td>
<td>$4,000</td>
</tr>
<tr>
<td>payments</td>
<td></td>
</tr>
<tr>
<td>State tax withheld</td>
<td>$5,000</td>
</tr>
<tr>
<td>State tax payer's state no.</td>
<td>$6,000</td>
</tr>
<tr>
<td>State income</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

**Print Forms for Selected Record**

**Copy B For Recipient**
1. Open up your Client Agency
2. Open the 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.
Printing and Mailing 1099-MISC to Recipients – Print Forms – “Copy C for Payer”
Printing and Mailing 1099-MISC to Recipients - Pre-printed Form Selection

What does “Preprinted 1099-MISC” look like?

Designated Forms:
- Preprinted 1099MISC
- Fed Copy
- Copy B for Recipient
- Copy C for Payee
- N/A
- Copy 1 for State Tax Department
- Copy 2 for Recipient’s State Return
- N/A
- Summary 1096
- Info Copy
- Mark as printed
- Trim social security numbers
Printing and Mailing 1099-MISC to Recipients - Pre-printed Form Selection

sample of Pre-printed Form selection

AGENCY NAME
AGENCY NAME LINE 02
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-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.

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>AGENCY NAME LINE 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS LINE 1</td>
<td>ADDRESS LINE 2</td>
</tr>
<tr>
<td>CITY WA 98504</td>
<td></td>
</tr>
<tr>
<td>Contact Trinh Bui</td>
<td>360 407-8011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>01-2345678</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>7999999.80</td>
<td></td>
</tr>
</tbody>
</table>

Total returns created by client: 21
Total Dollars: 7999999.80

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

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>AGENCY NAME LINE 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS LINE 1</td>
<td>ADDRESS LINE 2</td>
</tr>
<tr>
<td>CITY WA 98504</td>
<td></td>
</tr>
<tr>
<td>Contact Trinh Bui</td>
<td>360 407-8011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>01-2345678</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>799943.30</td>
<td></td>
</tr>
</tbody>
</table>
Printing and Mailing 1099-MISC to Recipients - Summary 1096 & Info Copy

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.”
Printing and Mailing 1099-MISC to Recipients - Summary 1096 & 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.
If you have VOID the forms that has amount less than threshold, you should see 16 returns for your Client ID.

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-misc forms for your agency.

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

   ![Print Setup Dialogue](image)

   **Preview (print optional)**

   OFM recommend that you select the “**Preview (print optional)**” first.

   This option will give you an opportunity to
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**
<table>
<thead>
<tr>
<th>Name</th>
<th>Name and Address</th>
<th>Taxpayer ID</th>
<th>Boxes 1-10, 13-16, State Income and Withholding</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRINH RENT TRAIN VENDOR 1</td>
<td>6415 PACIFIC HWY E</td>
<td>043-75-8121</td>
<td>Box 1 112,544.88 Box 7 0.00</td>
</tr>
<tr>
<td></td>
<td>FIFE WA 98424-1561</td>
<td></td>
<td>Box 2 0.00 Box 8 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 3 0.00 Box 10 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 4 0.00 Box 13 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 5 0.00 Box 14 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 6 0.00 Box 9 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 15a 0.00 Box 15b 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>TRINH RENT TRAIN VENDOR 2</td>
<td>203-74-8058</td>
<td>150-67-5500</td>
<td>Box 1 5,437,137.26 Box 7 0.00</td>
</tr>
<tr>
<td></td>
<td>DBA MARTIN SELIG REAL ESTATE</td>
<td></td>
<td>Box 2 0.00 Box 8 0.00</td>
</tr>
<tr>
<td></td>
<td>C/O NORTHERN TRUST BANK FSB</td>
<td></td>
<td>Box 3 0.00 Box 10 0.00</td>
</tr>
<tr>
<td></td>
<td>1411 4TH AVE</td>
<td></td>
<td>Box 4 0.00 Box 13 0.00</td>
</tr>
<tr>
<td></td>
<td>SEATTLE WA 98101-2202</td>
<td></td>
<td>Box 5 0.00 Box 14 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 6 0.00 Box 9 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 15a 0.00 Box 15b 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>TRINH RENT TRAIN VENDOR 3</td>
<td>270-06-0977</td>
<td>18-605-0383</td>
<td>Box 1 18,683.90 Box 7 0.00</td>
</tr>
<tr>
<td></td>
<td>1612 S MILDRED ST STE 8</td>
<td></td>
<td>Box 2 0.00 Box 8 0.00</td>
</tr>
<tr>
<td></td>
<td>TACOMA WA 98406-0512</td>
<td></td>
<td>Box 3 0.00 Box 10 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 4 0.00 Box 13 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 5 0.00 Box 14 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 6 0.00 Box 9 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 15a 0.00 Box 15b 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>TRINH RENT TRAIN VENDOR 4</td>
<td>388-34-7105</td>
<td>170-54-8154</td>
<td>Box 1 50.00 Box 7 0.00</td>
</tr>
<tr>
<td></td>
<td>17554 N LONESOME DOVE TRAIL</td>
<td></td>
<td>Box 2 0.00 Box 8 0.00</td>
</tr>
<tr>
<td></td>
<td>SURPRISE AZ 85374</td>
<td></td>
<td>Box 3 0.00 Box 10 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 4 0.00 Box 13 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 5 0.00 Box 14 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 6 0.00 Box 9 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 15a 0.00 Box 15b 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>TRINH RENT TRAIN VENDOR 5</td>
<td>452-69-7795</td>
<td>450-69-7795</td>
<td>Box 1 348,626.52 Box 7 0.00</td>
</tr>
<tr>
<td></td>
<td>7711 MARTIN WAY E</td>
<td></td>
<td>Box 2 0.00 Box 8 0.00</td>
</tr>
<tr>
<td></td>
<td>OLYMPIA WA 98516-5622</td>
<td></td>
<td>Box 3 0.00 Box 10 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box 4 0.00 Box 13 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 0.00</td>
</tr>
</tbody>
</table>

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