1099 Calendar Year End Checklist

☐ Read through and be familiar with IRS instructions:
www.IRS.gov and search for 1099 instructions

☐ Make sure your agency has the TCC number (Transmittal Control Code). This is a code assigned by the IRS

☐ Review the Vendor file information is correct based on IRS Form W-9 that the vendors provided to you:

  ☐ Vendor Name
  ☐ Vendor Mailing Address
  ☐ Confirm that the Federal ID # /SSN is correct
  ☐ Eligible box **MUST** be checked
  ☐ If a 1099 MISC will be required, 1099 Box must contain a number where the 1099 MISC amount will be reported based on the IRS Instructions
  ☐ If a 1099 NEC will be required, place a checkmark in the checkbox next to 1099NEC and the 1099 box will be populated with the number 1.
  ☐ Print the Payment history selecting the Vendors with FID# only to get the totals for each vendor. Review the vendors and totals.

To Process 1099's (Accounts Payable, AP Supplements, Complete 1099s)

☐ **Save/Prepare 1099** – Enter the Tax Year and the minimum payment amount. This step can be run multiple times.

  ☐ **Include 1099 refunds** will pull the information from the CR's that have that box checked
  ☐ **Compress vendors by FID/SSN** will put all dollar amounts from multiple vendors with the same FID/SSN into just 1 1099.

☐ **Edit 1099s** – All information in the grid can be edited. To add a vendor, click on edit and then the + sign at the bottom of the grid

  ▪ **Check Data** – Checks the data in the grid
  ▪ **Proof** – Prints the 1099 Proof listing. 1099 Misc will be listed first and then the 1099 NEC. Check the totals against the Payment History.

☐ **Print 1099s/1096** – Choose the form you want to print. The 1099 forms will print 3 to a page. The forms can be printed as many times as needed.

  ▪ **Include 4 digits SSN/FID** – check this box to have only the last 4 digits print on the forms
  ▪ **Include DBA** – Check this if the vendor has a DBA setup in the Vendor Masterfile and it should be included on the form
  ▪ **Copy A** – Check this box to only print Copy A. This is normally selected when a 1099 e-file will be sent to the SSA instead of paper forms.

- ☐ **GMS Transmittal & IRS E-File –** If GMS will be printing the 1099 Forms or creating the 1099 e-file, both sections of this screen need to be completed. An e-file will not be created without having a TCC number.
  - ▪ **Print** – Will print the screen information.
  - ▪ **Prepare 1099 Misc** – A "Save As" screen will appear. Select the folder the file should be saved in.
  - ▪ **Prepare 1099 NEC** - A "Save As" screen will appear. Select the folder the file should be saved in.
- ☐ **State E-File** – Certain states require more information than what is included in the SSA e-file. Choose a state from the drop down box.