



# 1099\_print\_1099\_misc\_forms



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FIN2100 - 1099 Forms

Parameter Description	Value
Sort by Alpha (A), EIN/SSN (N), Zip Code (Z)	A
Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (3)	2
Tax Year (####)	20XX
For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)	M
Control Name (4 char, only required for 1099 file)	MVB1
Contact Name (40 char, only required for 1099 file)	Steve Smith
Control Code (5 char for 1099 file)	3333
Select Vendor(s), or blank for ALL	

Generate this report after all of the necessary information is verified.

If more than 10 information returns will be filed, you are required to create a 1099 file for electronic submission to the IRS.

All LEAs should run this report using options **2** and **3** in the **Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (3)** parameter. Note that when generating the report with option 3 (Copy B), each page displays two Copy B forms, with each form representing a separate vendor.

The following parameters are required when generating the report with option 2 (1099 form including 1099 file):

- **Control Name (4 char, only required for 1099 file)**
- **Contact Name (40 char, only required for 1099 file)**
- **Control Code (5 char for 1099 file)**