



1099_print_1099_misc_forms

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After all of the necessary information is verified, print the FIN2100 - 1099-MISC Form report. If more than 250 1099-MISC forms are generated, users are required to create a 1099 file for submission to the IRS. Information for this report is stored in the 1099 work table and can be viewed on the 1099 Record Maintenance page by vendor. Printing the 1099-MISC forms and creating the 1099 submission file can be done for all vendors or can be done for selected vendors only. A 1099-MISC form is generated for a vendor only if at least one of the following conditions applies: The 1099 Eligible and EIN/SSN fields are selected for the vendor on the Finance > Maintenance > Vendor Information > Vendor Name/Address page. The total of a vendor's 1099 work table transactions is greater than or equal to \$600.00. Any amount exists in Box 4 (Federal income tax withheld) or Box 14 (Gross proceeds paid to an attorney). The amount in Box 2 (Royalties) is greater than or equal to \$10.00.

Notes: All districts should run this report three times using options 2, B, and C in the Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (B) or Copy C (C) parameter. If running for option 2 (1099 form including 1099 file), the following parameters must be entered: 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) The FIN2100-1099-MISC Form report does not print 1099s unless the 1099 object codes table is populated, since the table is used to identify the fields that need to be populated on the 1099-MISC form. Failure to complete the table prevents the 1099s from being generated. If a vendor does not have an EIN/SSN, a 1099 is not printed. If the 1099 Report is sorted by EIN/SSN (N), vendors without an EIN/SSN are displayed at the beginning of the report. If sending 1099 information to the Internal Revenue Service by magnetic media or electronically, choose the option to print the form and create the 1099 file.