



1099_print_1099_misc_forms

Table of Contents

1099_print_1099_misc_forms i

[Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2100 - Printing 1099-MISC Form](#)

Generate this report after all of the necessary information is verified

If more than 250 1099-MISC forms are generated, you are required to create a 1099 file for submission to the IRS.

All LEAs 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. 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)**