



FIN2100 - 1099 Forms

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A 1099 form is generated for a vendor only if at least one of the following conditions apply:

- The 1099 eligible flag is set to Y.
- The SSN/EIN is entered on the Vendor Name/Address maintenance tab for that vendor.
- The total of all 1099 work table transactions for that vendor is greater than or equal to \$600.00.
- There is any amount in Box 4 (Federal income tax withheld) or Box 14 (Gross proceeds paid to an attorney).
- Box 2 (Royalties) is greater than or equal to \$10.00.

Parameter	Parameter Description
Sort by Alpha (A), EIN/SSN (N), Zip Code (Z)	A - Sort the report alphabetically. N - Sort the report by employer ID number (EIN) or social security number (SSN). Z - Sort the report by zip code. This is a required field.
Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (3)	1 - Print only the 1099 form on Forms LMA, LMB, or CMC/LM2. 2 - Print the 1099 form and the 1099 file. For tax years greater than 2019, the 1099-MISC file and the 1099-NEC file are generated separately based on the selection in the For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N) parameter. 3 - Print Copy B. Each page displays two Copy B forms, with each form representing a separate vendor. This is a required field.
Tax Year (####)	Type the tax year in YYYY format.
For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)	For tax years greater than 2019, select one of the following: M - Print the 1099-MISC (Miscellaneous) form. N - Print the 1099-NEC (Nonemployee Compensation) form. Leave blank for tax years less than 2020. Notes: The 1099-MISC (M) form prints the sum of all transactions (if at least \$600) in the 1099 work file except those tied to an object code with a Type Payment of <i>N - Non-employee compensation</i> on the Finance > Tables > 1099 Object Codes page. The 1099-NEC (N) form prints the sum of all transactions (if at least \$600, excluding credit card transactions) in the 1099 work file that are tied to an object code with a Type Payment of <i>N - Non-employee compensation</i> on the Finance > Tables > 1099 Object Codes page.

Parameter	Parameter Description
Control Name (4 char, only required for 1099 file)	Type the payer name control that can be obtained only from the mail label on the Package 1099 that is mailed to most payers each December. The Package 1099 contains a Form 7018-C, Order Blank for Forms, and the mail label on the package contains a four-character name control. If a Package 1099 has not been received, you can determine your name control using the following simple rules, or you can leave the field blank. For a business, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name unless there are only two words in the name. A hyphen (-) and an ampersand (&) are the only acceptable special characters.
Contact Name (40 char, only required for 1099 file)	Type the transmitter's name in the manner in which it is used in normal business.
Control Code (5 char for 1099 file)	Type the five-character alphanumeric transmittal control code (TCC) assigned by the IRS/MCC. A TCC must be obtained to file data with this program.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma (00126, 01260). Or, click  search for vendor numbers to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.

[Generate the report.](#)



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