

1099-NEC Processing and E-filing

Beginning January 2024, the IRS reduced the 250-return threshold enacted in prior regulations to generally require electronic filing by filers of 10 or more returns in a calendar year. While all payers may e-file, the threshold change REQUIRES payers issuing 10 or more 1099-NEC forms submit electronically. Intuit has partnered with Tax1099.com to enable the e-filing. In addition to the required IRS e-filing, Tax1099.com offers state e-filing, emailing payees, mailing payees through USPS, and other services. Pricing is based on number of forms and services provided. Follows is their 2024 pricing scale:

Service	Price per Form
IRS e-file 1099-NEC	
1 st 20 forms	\$2.90
21 to 150 forms	\$2.19
State Filing	\$0.99
Mail 1099s to Vendors	\$1.80

Recently a parish filed 21 forms with the following services and charges. They decided the e-filing and mailing offset the cost of purchasing forms and envelopes, labor needed to process, and postage.

1099-NEC	\$ 60.19
State Filing	\$ 20.79
USPS Mail	\$ 37.80
Sales Tax	\$ 1.60
Total	\$120.38

This document includes instructions for both the e-filing and the traditional USPS methods. Please read the instructions carefully to determine which method (or combination of methods) is best for your situation.

1099-NEC: This form reports payments made by businesses to independent contractors using information provided by them on their W9. If you make payments over \$600 for services (including parts and materials) to any one individual, company, partnership, LLC, etc. (not a corporation), over the course of the *calendar* year you must provide a 1099-NEC to them. If you are not certain if they are incorporated, ask them to complete a W9. Filing a 1099 with missing information (including TINs) results in IRS fines and/or penalties. Visit <https://www.irs.gov/forms-pubs/about-form-w-9> for complete instructions and form.

The printed 1099-NEC is a multi-part form which includes:

- Copy A (red copy) is mailed to the Internal Revenue Service – only if issuing nine or fewer.
- Copy B is for the payee.
- Copy C is the payer or state copy (You are required to file in MO)

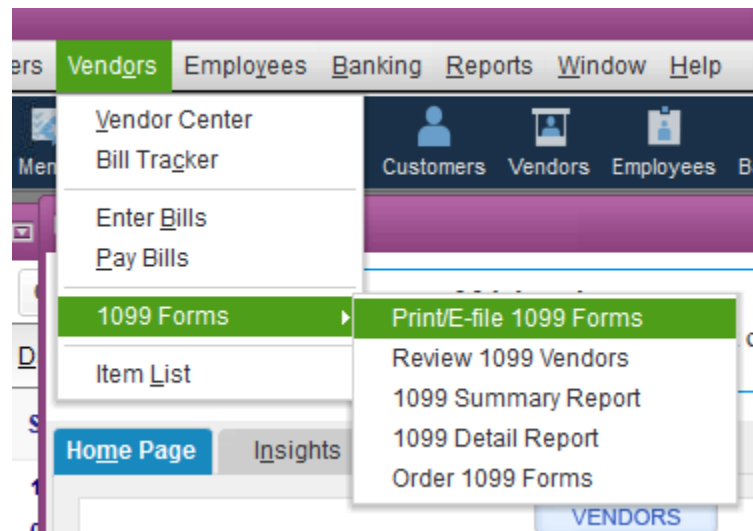
The 1099-NEC form must be distributed to all independent contractors NO LATER than January 31, 2024.

Form 1096: This is a transmittal form used to report the total payments from the nine or fewer 1099 forms issued. It must be submitted to the IRS along with Copy A (red copy) of the 1099's. It is not required for e-filing.

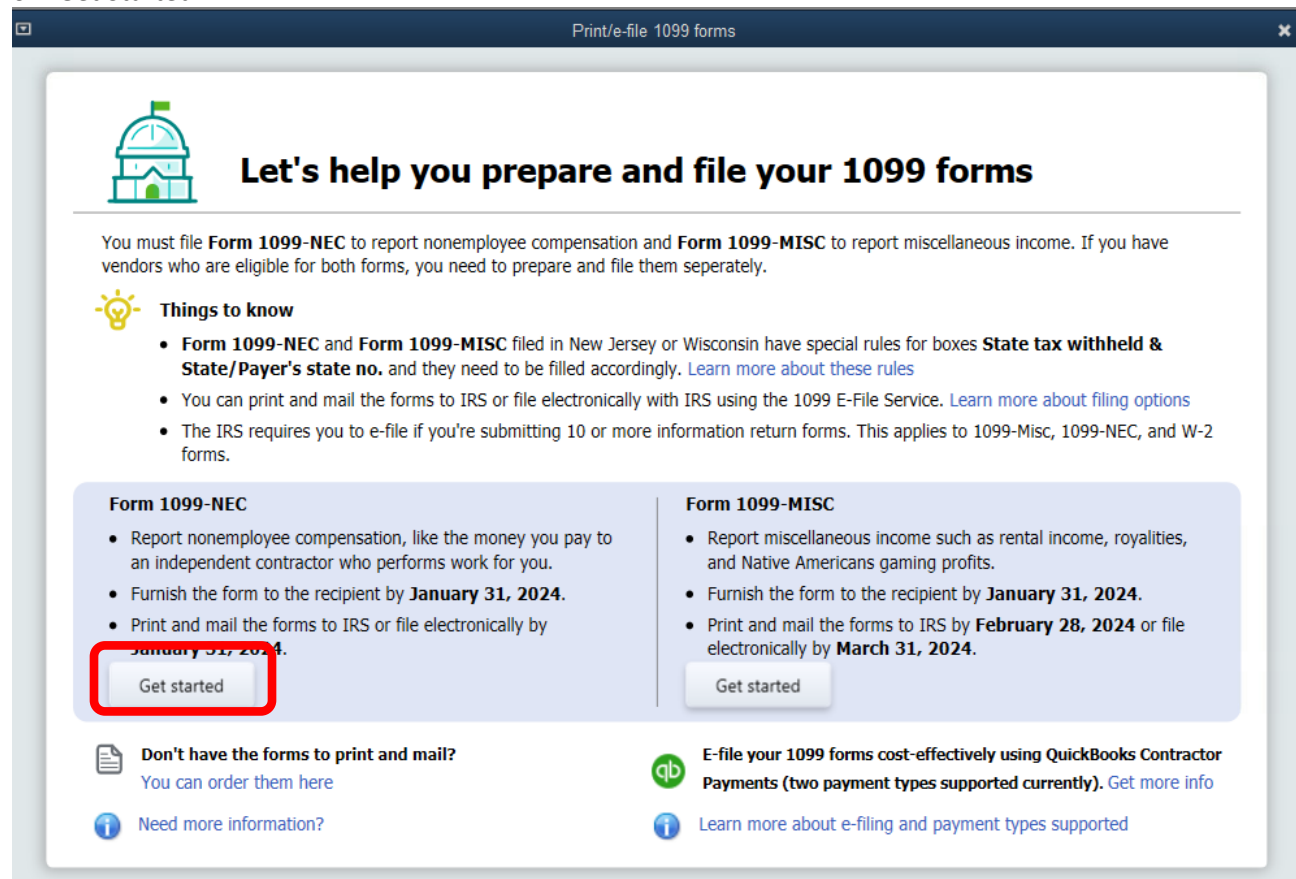
The 1096-Annual Transmittal and the red copies of the 1099 forms must be sent to the IRS NO LATER than January 31, 2024.

Preparing your 1099s in QuickBooks

Switch to Single User Mode to process 1099-NECs and 1096
Click on Vendor/1099 Forms/Print/E-file 1099 Forms.



The following window appears. On the left-hand side of the window under the Form 1099-NEC section click on 'Get Started'.



The entire vendor list appears. Vendors marked as 1099-eligible in vendor setup are at the top of the list. Please notice that they have a ✓ in the box before their name. Review *all* vendors to make sure none were missed during vendor setup. Vendors are selected or unselected by clicking on the box before their name and a ✓ will appear or disappear. When all eligible vendors are selected, click 'Continue'.

Print/e-file 1099 forms

Select your 1099 vendors

Select the vendors that need a **Form 1099-NEC**. You need to make the vendor selection every time you start this process.

Clear all

	Vendor Name	Account Used
<input checked="" type="checkbox"/>	Baxter Gardens	Repairs & Maintenance
<input checked="" type="checkbox"/>	Jones Landscaping	Multiple
<input checked="" type="checkbox"/>	Smith Plumbing	Systems-HVAC/Elec/Plumb

Only 1099 vendors are shown here.

To make a vendor eligible for 1099, go to **Vendors > Vendor Center** and edit the vendor to mark as eligible for 1099 from Tax Settings.

[Need more information?](#)

Continue

Verify that all vendor information is correct and enter/edit any missing or incorrect information. Click 'Continue'.

Print/e-file 1099 forms

Verify your 1099 info

Edit each vendor's information as needed.

Vendor Name	Tax ID	Company Name	First Name	M.I.	Last Name	Address	Phone	State & Payer's State No.
Baxter Gardens	87-6961890	Baxter Gardens				Baxter Gardens		
Jones Landscaping	43-0908567	Jones Landscaping				Jones Landscaping		
Smith Plumbing	43-4867221	Smith Plumbing				Smith Plumbing		

Note: Tax ID and Address are required for e-filing.

[Need more information?](#)

Back Save & Close **Continue**

The next window maps the expense accounts used to calculate 1099 totals. Verify that 'Show 1099 accounts' is selected which results in showing a list of accounts used to pay 1099 vendors. Scroll down the account list to verify that the 'Apply payments to this 1099 box' lists NEC Box 1. Click 'Continue'.

Print/e-file 1099 forms

Map vendor payment accounts

You used these QuickBooks accounts to track payments to your 1099 vendors. Now, tell us where the amounts paid from each account should appear on **Form 1099-NEC**.

Things to know

- You can map an account to only one of the 1099 forms. If you have an account with payments that are applicable to both the forms, it's recommended that you create separate accounts for payments made specific to each of these forms. [Read to know more](#)
- If an account is mapped to a filed form, it's recommended that you don't make any changes as it may result in double filing.

☐ Report all payments in Box 1

[Need more information?](#)

Accounts used for 1099	Account type	Apply payments to this 1099 box
611000 Â Land & Land Improvem	Other Expense	NEC Box 1: Nonemployee Compensation
553150 Â Systems-HVAC/Elec/Plu	Expense	NEC Box 1: Nonemployee Compensation
543 Â Repairs & Maintenance	Expense	NEC Box 1: Nonemployee Compensation
435500 Â Gifts-Parish Orgs.	Income	Omit these payments from 1099

Show IRS 1099-NEC filing thresholds

Back Save & Close Continue

To verify included payments click 'View included Payments'. The 'Check Payments Included on Forms 1099' appears. If the payments are correct, click 'Continue'. You may also view excluded payments at this time.

Home Print/e-file 1099 forms

Review payments for exclusions

The IRS requires you to exclude from 1099 forms any payments you make by credit card, debit card, gift card, or PayPal. Included and excluded payments shows all the payments you made to the selected vendors.

[View detail report](#)

For Quickbooks to exclude these payments from 1099 forms, select **View included payments**. Edit the check number field to include an [appropriate notation](#).

[View included payments](#)

To verify these payments have been excluded from 1099 forms, select **View excluded payments**. This list doesn't show credit card transaction, which Quickbooks automatically excluded.

[View excluded payments](#)

[Need more information?](#)

Back Save & Close Continue

This window lists all 1099-NEC forms available for printing. Review the list and, if correct, click 'Continue'.

Print/e-file 1099 forms

Confirm your 1099 entries

Review this summary of vendors for whom you are creating **Form 1099-NEC** and the amounts being reported for the calendar year shown. Double-click any amount to review transaction details.

1 Select Vendors 2 Verify Vendors 3 Map Accounts 4 Review Payments 5 Confirm Entries 6 Choose Filing

Form 1099-NEC for 2023 [View summary report](#)

Vendor Name	Tax ID	Box 1: Nonemployee Compensation	Total Included on 1099	Total Unmapped Payments	Total
Baxter Gardens	87-6961890	5,000.00	5,000.00	0.00	5,000.00
Jones Landscaping	43-0908567	22,500.00	22,500.00	0.00	22,500.00
Smith Plumbing	43-4867221	10,000.00	10,000.00	0.00	10,000.00
TOTAL		37,500.00	37,500.00	0.00	37,500.00

[Need more information?](#) [Back](#) [Save & Close](#) [Continue](#)

You are now asked to choose a filing method. Select 'Print Form 1099-NEC' to print and mail the 1099s. Select 'Go to 1099 E-file Service' to have Tax1099.com mail the forms through USPS and proceed to page 9 [E-filing 1099s](#).

Print/e-file 1099 forms

Choose a filing method

1 Select Vendors 2 Verify Vendors 3 Map Accounts 4 Review Payments 5 Confirm Entries 6 Choose Filing

You can print and mail the forms to IRS or file electronically with IRS using 1099 E-File Service.
[Learn more about filing options](#)

You can print **Form 1099-NEC** on preprinted forms and mail to IRS.

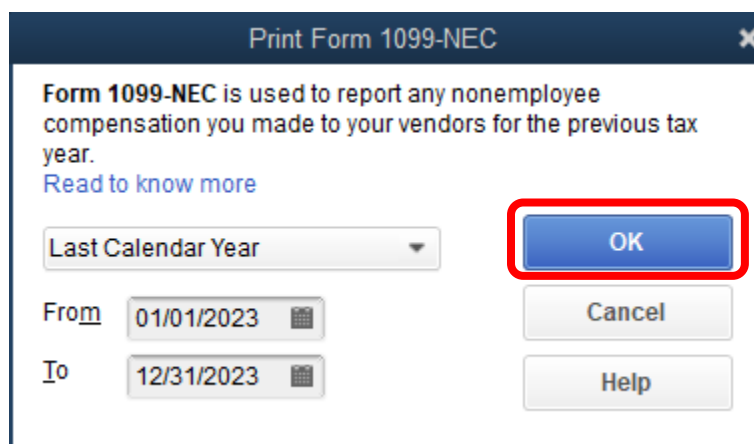
[Print Form 1099-NEC](#) [Order 1099 forms](#)

File **Form 1099-NEC** electronically with IRS using 1099 E-File Service. Fees apply.

[Go to 1099 E-File Service](#)

[Need more information?](#) [Back](#) [Save & Close](#)

You are now ready to print your forms. Load forms into your printer and click 'Print Forms'. Be sure the date range is from 01/01/2023 to 12/31/2023. Click 'OK'



Print Form 1099-NEC

Form 1099-NEC is used to report any nonemployee compensation you made to your vendors for the previous tax year.
[Read to know more](#)

Last Calendar Year

From 01/01/2023

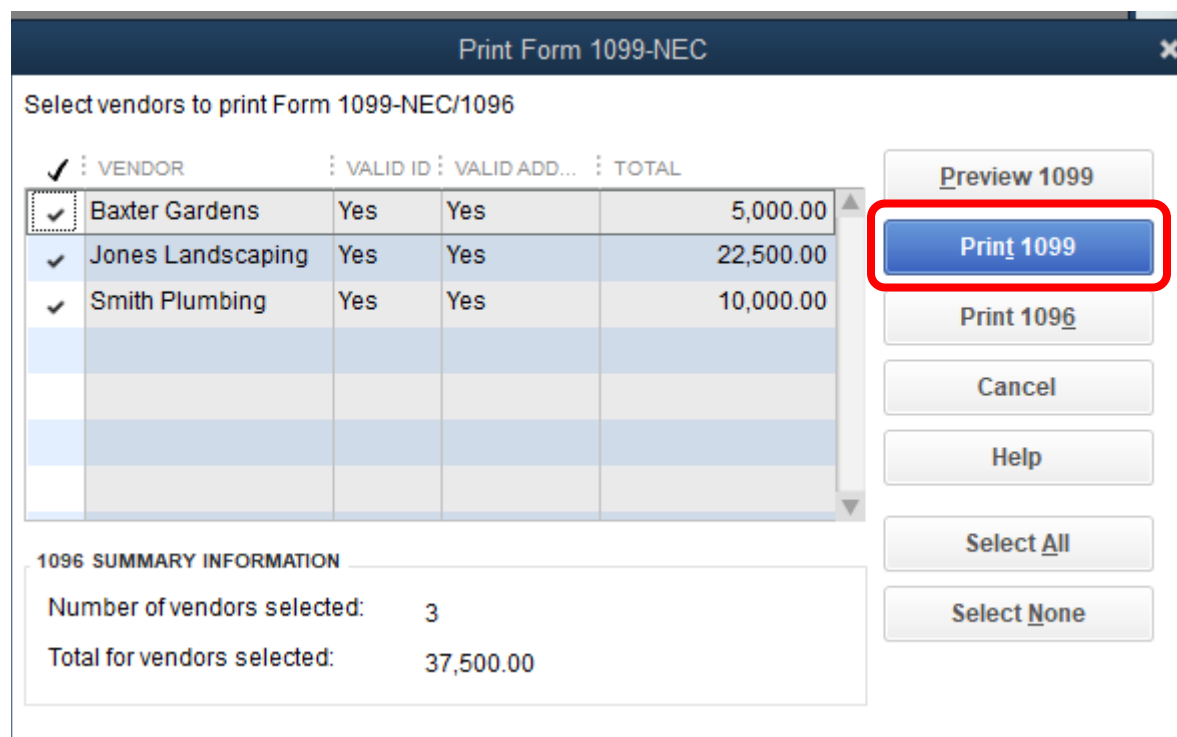
To 12/31/2023

OK

Cancel

Help

Verify that all vendors have a ✓ before their name. Click 'Print 1099'. If not e-filing, select print four times - 1st for the IRS (red) copy, 2nd for the Recipient copy, 3rd for the Payer copy, and 4th for the State copy. If e-filing both IRS and State, print 1 set of the Recipient copy.



Print Form 1099-NEC

Select vendors to print Form 1099-NEC/1096

✓	VENDOR	VALID ID	VALID ADD...	TOTAL
✓	Baxter Gardens	Yes	Yes	5,000.00
✓	Jones Landscaping	Yes	Yes	22,500.00
✓	Smith Plumbing	Yes	Yes	10,000.00

1096 SUMMARY INFORMATION

Number of vendors selected: 3

Total for vendors selected: 37,500.00

Preview 1099

Print 1099

Print 1096

Cancel

Help

Select All

Select None

When finished printing 1099s and NOT e-filing, click 'Print 1096'.

Print Form 1099-NEC

Select vendors to print Form 1099-NEC/1096

<input checked="" type="checkbox"/>	VENDOR	VALID ID	VALID ADD...	TOTAL
<input checked="" type="checkbox"/>	Baxter Gardens	Yes	Yes	5,000.00
<input checked="" type="checkbox"/>	Jones Landscaping	Yes	Yes	22,500.00
<input checked="" type="checkbox"/>	Smith Plumbing	Yes	Yes	10,000.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

1096 SUMMARY INFORMATION

Number of vendors selected: 3

Total for vendors selected: 37,500.00

Buttons: Preview 1099, Print 1099, **Print 1096**, Cancel, Help, Select All, Select None

Enter your Contact Name and click 'OK' to print the 1096.

1096 Information

Form 1096 summarizes the 1099s.

Please fill in the additional information below to complete your Form 1096.

Contact Name:

☐ This is my final return.

Buttons: **OK**, Cancel

When printing is completed, click 'Cancel' then 'Save & Close'.

Print/e-file 1099 forms

Choose a filing method

1 Select 2 Verify 3 Map 4 Review Payments 5 Confirm Entries 6 Choose Filing

Print Form 1099-NEC

Select vendors to print Form 1099-NEC/1096

<input checked="" type="checkbox"/>	VENDOR	VALID ID	VALID ADD...	TOTAL
<input checked="" type="checkbox"/>	Baxter Gardens	Yes	Yes	5,000.00
<input checked="" type="checkbox"/>	Jones Landscaping	Yes	Yes	22,500.00
<input checked="" type="checkbox"/>	Smith Plumbing	Yes	Yes	10,000.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

1096 SUMMARY INFORMATION

Number of vendors selected: 3

Total for vendors selected: 37,500.00

Buttons: Preview 1099, Print 1099, Print 1096, **Cancel**, Help, Select All, Select None

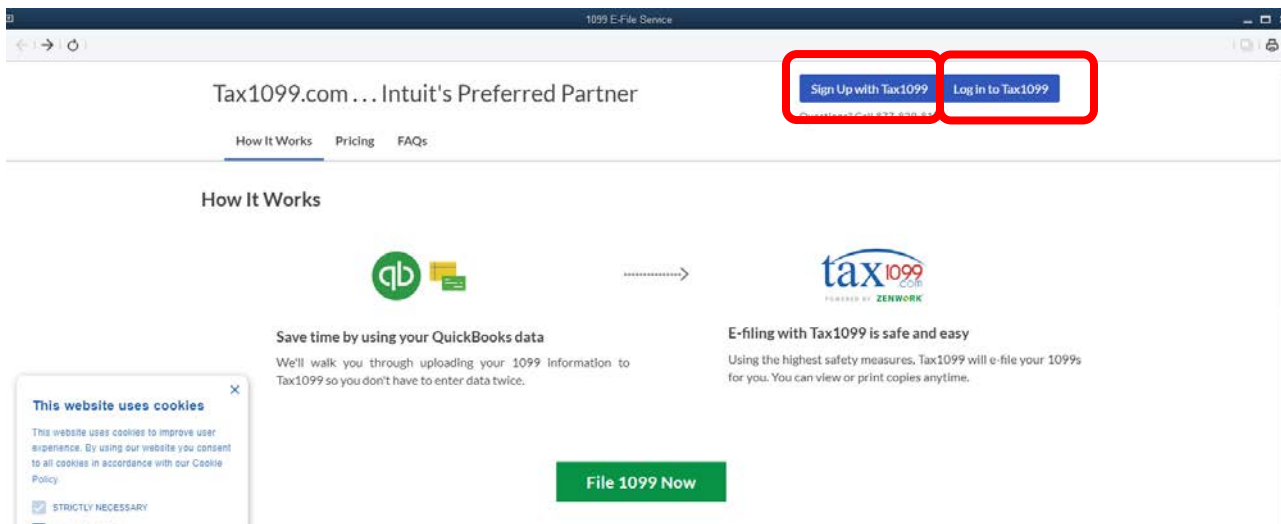
Buttons: Back, **Save & Close**

Congratulations, if filing 9 or fewer forms, you have completed your 1099-NECs and 1096 forms!

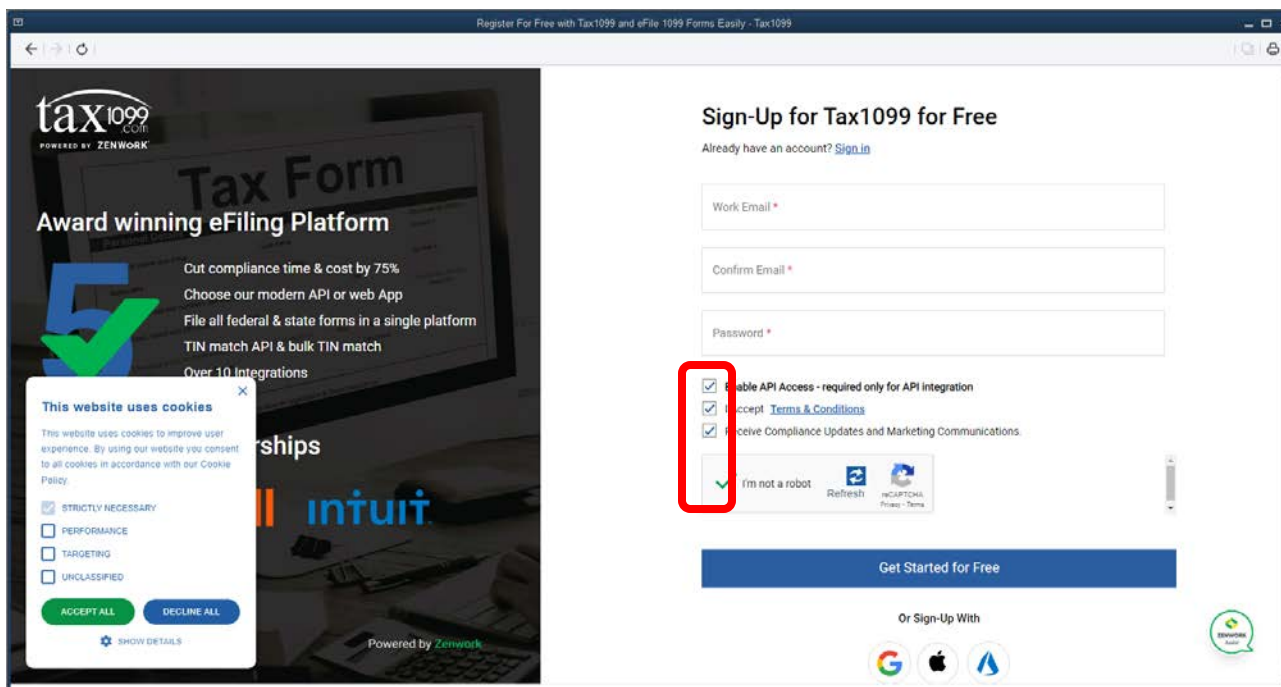
Independent contractors must receive their form by **January 31, 2024**. The IRS copies must be mailed by **January 31, 2024**.

E-filing 1099s

After clicking 'Go to 1099 E-file Service', the following Sign Up/Log in windows appears. You need to sign up during your first visit. Once signed up, you log in even if e-filing for multiple payers (parishes). You may scroll down this page for additional information, or you may just click on 'Sign Up with Tax1099' to sign up or 'Log in to Tax1099' to log in after initial sign up. You may also sign-up and log in at TAX1099.com directly. The process remains the same.



Complete the sign-up form as indicated. Be sure to check all indicated boxes.



Enter all Business Info on the next screen. Select 'Small & Mid Business' and the number of forms you will be filing. Scroll down.

The screenshot shows the 'Business info' section of the tax1099.com website. The header includes the tax1099.com logo and the text 'POWERED BY ZENWORK'. The email address 'sales@tax1099.com' is in the top right. The form has a title 'Business info' with a red asterisk and a note '* Please fill all the required fields'. There are four input fields: 'First Name *', 'Last Name *', 'Company Name *', and 'Contact Number *'. Below these is a section titled 'I'm with a' with four radio button options: 'Small & Mid Business' (which is selected and circled in red), 'Accounting Firm', 'Crypto/Fin Tech/Gig Platform', and 'Large Enterprise'. Below this is a section titled 'How many forms you will be eFiling?' with a note 'We support growing businesses of all sizes'. There are five radio button options: '0 to 100', '101 to 500', '501 to 1000', '1001 to 10,000', and '10,001+'.

Select 'QuickBooks Enterprise'. Click 'Next'.

Which Accounting Software do you Use? *

- | | | |
|---|---|--|
| <input type="checkbox"/> Quickbooks Desktop | <input type="checkbox"/> SAP | <input type="checkbox"/> Thomson Reuters |
| <input type="checkbox"/> Quickbooks Pro/Premier | <input type="checkbox"/> Sage Intacct | <input type="checkbox"/> Entrata |
| <input checked="" type="checkbox"/> Quickbooks Enterprise | <input type="checkbox"/> Sage (200/300/ERP) | <input type="checkbox"/> Yardi |
| <input type="checkbox"/> Quickbooks for MAC | <input type="checkbox"/> Sage 50 | <input type="checkbox"/> Traction Ag |
| <input type="checkbox"/> Quicken | <input type="checkbox"/> Sage 100 | <input type="checkbox"/> Other |
| <input type="checkbox"/> Xero | <input type="checkbox"/> Freshbooks | <input type="checkbox"/> None |
| <input type="checkbox"/> Intacct | <input type="checkbox"/> Zoho | <input type="checkbox"/> I don't know |
| <input type="checkbox"/> Netsuite | <input type="checkbox"/> Blackbaud | |
| <input type="checkbox"/> MS Dynamics | <input type="checkbox"/> Accounting Suite | |

Next

Click on the down arrow next to 'Import'. Select 'QuickBooks Desktop'.

tax1099.com
Powered by ZENWORK

Dashboard

Forms

People

Import

W-2 Import

QuickBooks Desktop

QuickBooks Online

Bill

Xero

Zoho Books

Sage Intacct

NetSuite

Entrata

Fresh Books

API Hub

Dashboard > API > Hub

Sandbox

App Key: SHV7PVUG01X7YPCXGR9KN09C4WQ5P4B4 [Copy](#)

Information

Sandbox Application: 1099cloud.com
Developer Hub: apideveloper.tax1099.com

Production

[Request Production App Key](#)

Please Note: Upgrade to Enterprise is required for API use.

Remove API Access

[Disable API Key](#)

Click on 'I'm an existing client, and I know the process'. Click on 'Exit'.

tax1099.com
POWERED BY ZENWORK

QuickBooks Desktop Workflow Questions

Before proceeding with the import process, please answer a few questions to help us determine the best upload method for you.

[Let's go](#)

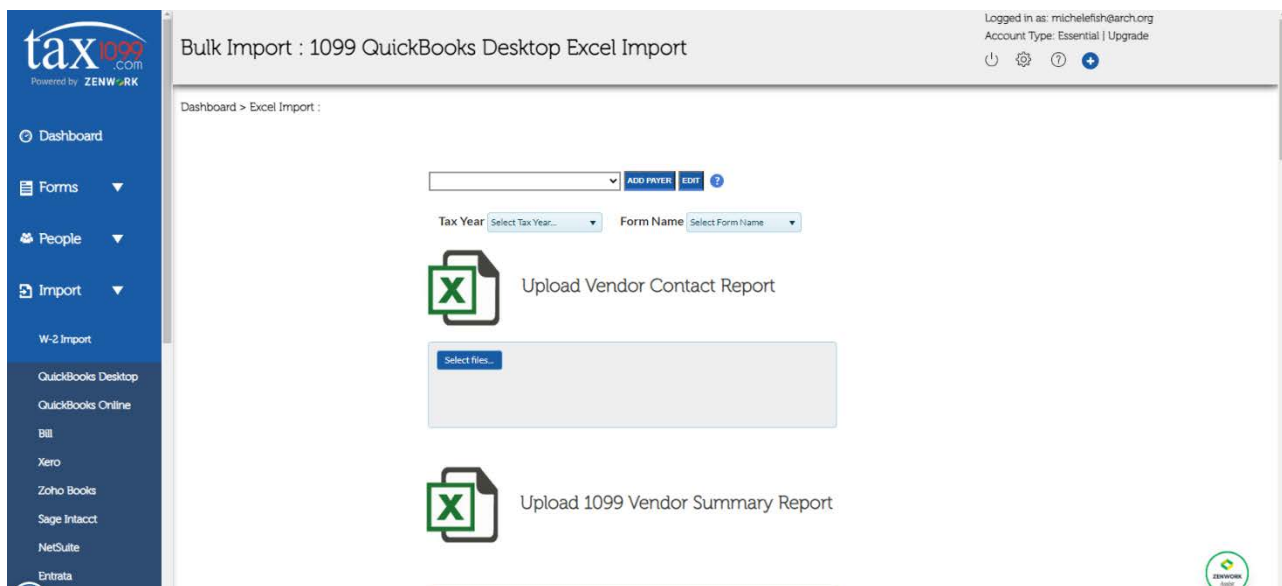
☒ I'm an existing client, and I know the process [Exit](#)

☐ I'm a new client, and I need help with the process

Scroll down and click on 'QuickBooks 1099 Excel Import'.



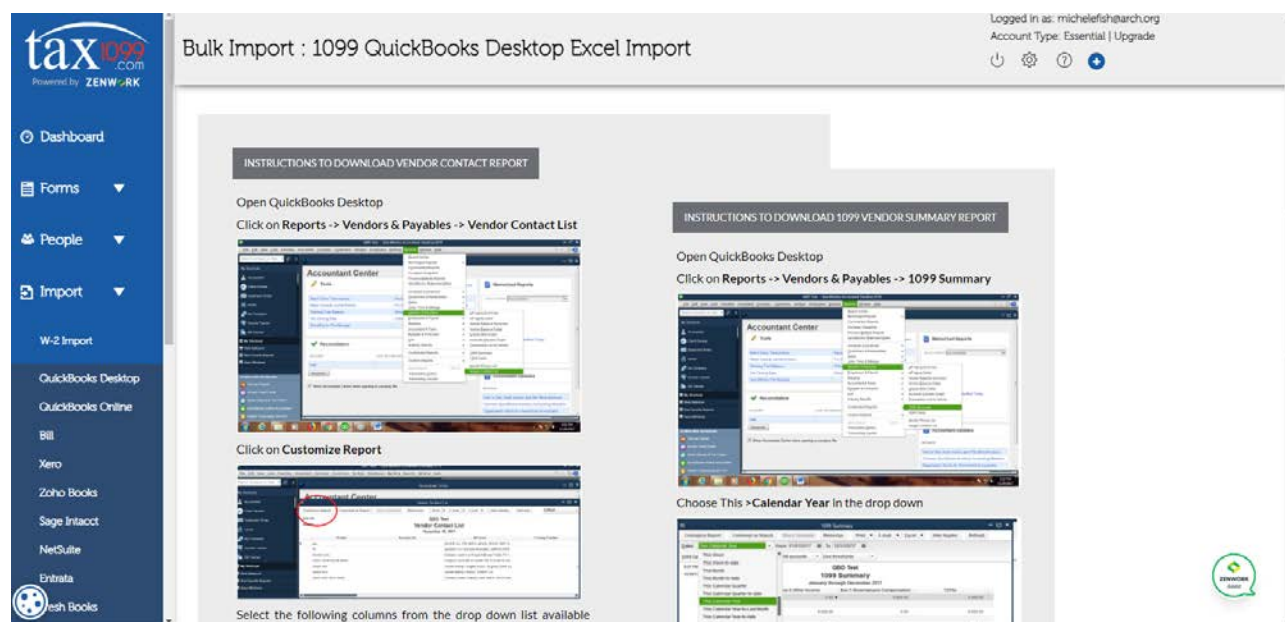
Click on 'Add a Payer'.



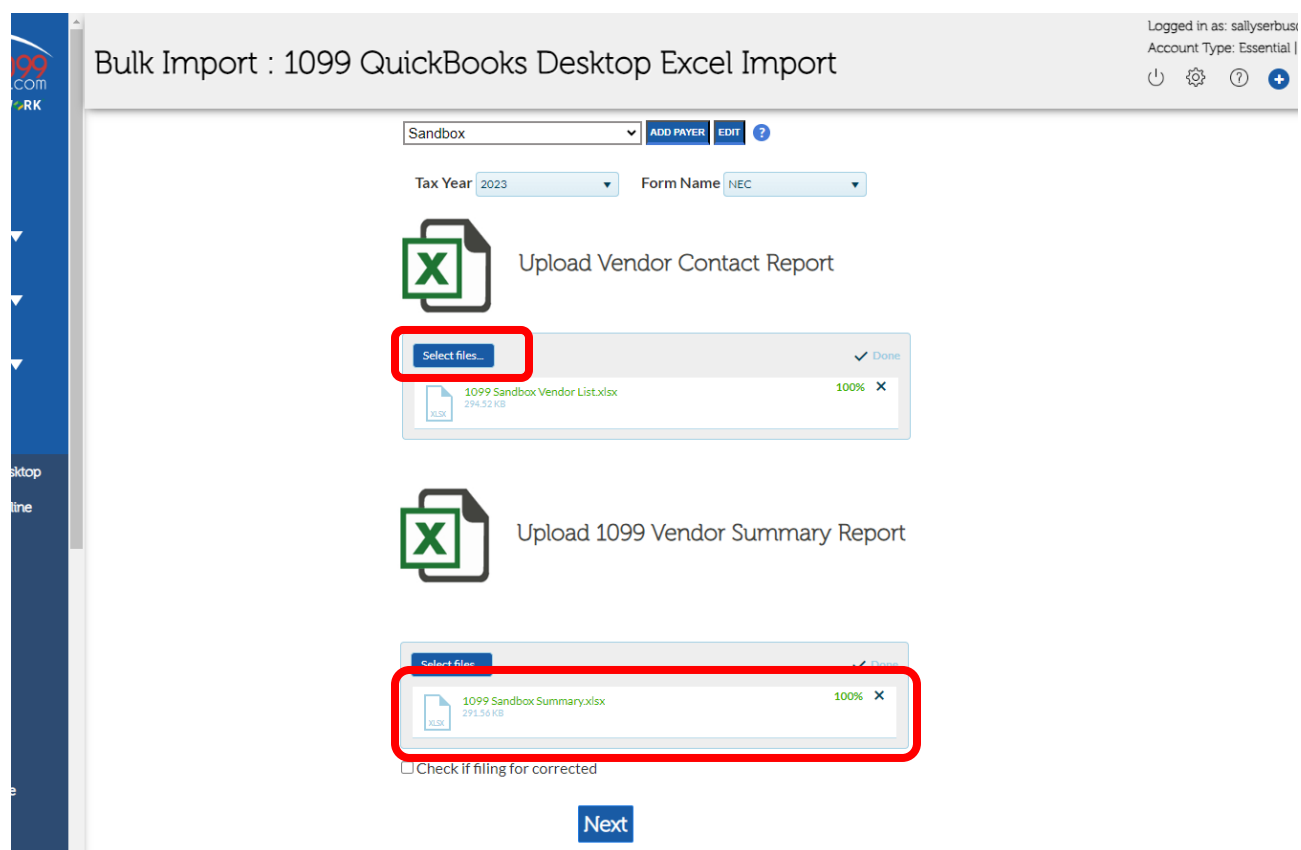
Enter parish information. Click 'Add'.

Select 'Tax Year 2023' and 'Form Name NEC'. Scroll down to instructions on how to create and download the QuickBooks Vendor Contact Report and Vendor Summary Report.

Follow the instructions on creating the QuickBooks reports. Remember to save the reports to your local workstation or local network.



Scroll back up and click on each 'Select File' button to upload each file. The box indicates when each file is uploaded. Click 'Next'.



Each vendor is listed from the upload. The third column indicates the status of the uploaded data. All indicators must be green for the file to process. Click on vendor name or edit to correct the information. Clicking on 'Download Error List' creates a comprehensive list of the error. Vendors with missing EINs cannot be e-filed.

Select a Payer

* Payer: Sandbox

☐ Only state submission, No Federal submission ? Apply to selected Recipients: Select

● - Good Data ● - Missing/Invalid Required Data ● - Error in Recipient Data

☐ Select All Export To Excel Download Error List

	Row...	F..	Recipient Name	Recipient ...	Payer Name	Box Value	1099 Category	Action
● Sandbox								
<input type="checkbox"/>	1	●	Baxter Gardens	XX-XXX1890	Sandbox	5,000.00	Box 1: Nonemployee Compensation	Edit Delete
<input type="checkbox"/>	2	●	Jones Landscaping	XX-XXX8567	Sandbox	22,500.00	Box 1: Nonemployee Compensation	Edit Delete
<input type="checkbox"/>	3	●	Smith Plumbing	XX-XXX7221	Sandbox	1,000.00	Box 1: Nonemployee Compensation	Edit Delete
						Current Amount: \$ 28,500.00	Page	
						Total Amount: \$ 28,500.00		

100 items per page 1 - 3 of 3 items

Back Next

Edit each vendor as needed. Click on 'Update' to highlight the error. The most common error is the city format. The city name cannot include punctuation. Correct the information and click on 'Update' to save the update.

EDIT RECIPIENT

*Type:

☒ Business ☐ Individual ?

*EIN:

43-0908567 ?

☐ TIN not provided

*Business Name:

Jones Landscaping ?

Attention To:

?

*Address:

123 Main St. ?

☐ Check here to validate address ?

(Line2):

?

*City:

St Louis ?

*State:

Missouri ?

*Zip Code

63116 ?

*Country:

United States of America ?

☐ Check here for Foreign Address

Phone:

?

Email:

EmailLanguage

SEL ?

Update

Cancel

Review that the correct Payer is selected; all vendors have good data; the 'Select All' box is checked; each vendor has a check mark; and that 'Apply to selected Recipients' has Box 1: Nonemployee selected. Click on 'Next'.

Bulk Import : Form 1099-NEC

Dashboard > Bulk Import : Form 1099-NEC

Select a Payer

* Payer: Sandbox

☐ Only state submission, No Federal submission ?

Apply to selected Recipients: Box 1: Nonemplo

● Good Data ● - Missing/Invalid Required Data ● - Error in Recipient Data

☒ Select All Export To Excel

	Row	F..	Recipient Name	Recipient ...	Payer Name	Box Value	1099 Category	Action
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> </div> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Sandbox</div> </div> </div>								
<input checked="" type="checkbox"/>	1		Baxter Gardens	XX-XXX1890	Sandbox	5,000.00	Box 1: Nonemployee Compensation	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	2		Jones Landscaping	XX-XXX8567	Sandbox	22,500.00	Box 1: Nonemployee Compensation	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	3		Smith Plumbing	XX-XXX7221	Sandbox	1,000.00	Box 1: Nonemployee Compensation	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
						Current Amount: \$ 28,500.00 Total Amount: \$ 28,500.00		

items per page

1 - 3 of 3 items

Back

Next

Click 'OK' to complete upload.

3 of 3 Record(s) Uploaded Successfully

OK

The next window allows you to select the level of e-filing. You can choose to have TAX1099

- mail forms to recipients,
- eDelivery will email forms (vendors data must include email address),
- process State Filing.

Click appropriate boxes as needed.

Other options calculate the Tax1099 fee, download multiple PDF, export to Excel, Sum all box amounts, and delete selected forms.

The system defaults to the next submission date. The date can be changed by clicking on 'Change Schedule Date for all Vendor Files to IRS'. A window then opens allowing to select a date.

Click 'Submit for this Payer' after selecting chosen options.

Form: 1099-NEC Tax Year: 2023 Payer: Sandbox Form Type: Regular Filing Type: Federal Filing

Calculate Tax1099.com Fee Download Multiple PDF Export To Excel Change Schedule Date for all Vendor Files to IRS SumAllBoxAmount Delete Selected

Select All	Date	TIN	Name	(\$Amount)	Recipient Email	USPS Mail	eDelivery	TIN Match	State Filing	Scheduled Date	Action
<input checked="" type="checkbox"/>	1/8/2024	XX-XXX1890	Baxter Gardens	\$ 5,000.00	abc@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/15/2024	View Edit Delete
<input checked="" type="checkbox"/>	1/8/2024	XX-XXX8567	Jones Landscaping	\$ 22,500.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/15/2024	View Edit Delete
<input checked="" type="checkbox"/>	1/8/2024	XX-XXX7221	Smith Plumbing	\$ 1,000.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/15/2024	View Edit Delete

Current Page Amount: \$ 28,500.00 Total Amount: \$ 28,500.00

1 - 3 of 3 items

Submit for this payer Submit for multiple payers

If you choose to download PDFs, the following messages appear. Accept or deny as needed.

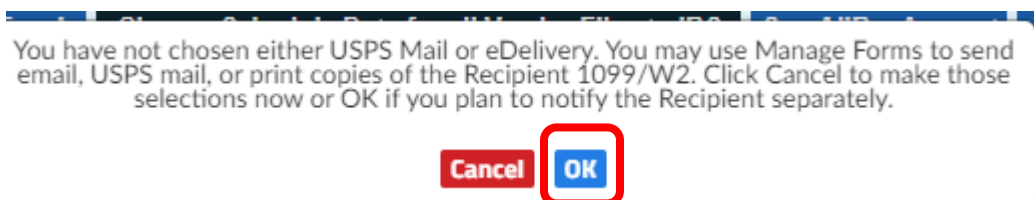
☒ To merge all individual form PDF's into a single PDF, check the box and click OK. Otherwise, just click the OK button

OK

We will process your request in the background and email you the steps to download the forms when the PDF generation is completed. At peak times, this process may take few hours.

OK

If you choose to only use Tax1099 to e-file with the IRS, you receive the following message. Clicking 'OK' acknowledges that no other processes will be done. If you want to add other services, click 'Cancel' and add the services.



Once successfully submitted, you receive the following message. Click 'OK'.

Dashboard > Forms > View/Edit/Submit forms

1099 Forms State Payroll Forms Prepay Now

Form: 1099-NEC Tax Year: 2023 Filing Type: Federal Filing

3 of 3 Record(s) Uploaded Successfully

OK

Calculate Tax1099.com Fee		Download Multiple PDF		Export To Excel		Change Schedule Date for all Vendor Files to IRS		SumAllBoxAmount		Delete Selected	
<input type="checkbox"/> Select All				<input type="checkbox"/> USPS Mail	<input type="checkbox"/> eDelivery	<input type="checkbox"/> TIN Match	<input type="checkbox"/> State Filing				
<input type="checkbox"/>	Date	TIN	Name	(\$Amount)	Recipient Email	<input type="checkbox"/> USPS Mail	<input type="checkbox"/> eDelivery	<input type="checkbox"/> TIN Match	<input type="checkbox"/> State Filing	Scheduled Date	Action
<input type="checkbox"/>	1/4/2024	XX-XXX1890	Baxter Gardens	\$ 5,000.00	abc@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> MO	01/11/2024	View Edit Delete
<input type="checkbox"/>	1/4/2024	XX-XXX8567	Jones Landscaping	\$ 22,500.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> MO	01/11/2024	View Edit Delete
<input type="checkbox"/>	1/4/2024	XX-XXX7221	Smith Plumbing	\$ 10,000.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> MO	01/11/2024	View Edit Delete
				Current Page Amount: \$ 37,50							

A final verification message appears. Click the check box and 'OK'.


☒ I have reviewed and verified the data for submission

OK


Once verified, you receive details of fees and are asked for payment information. You may go back and change service selections. Enter the payment information as directed. You may choose to save the information. Click 'Net Pay' when completed.

Payment

Payment method

☐ prepay wallet balance 

\$0.0

☐ Use card 

[Add prepay amount](#)

Discount coupon

Payment fee details

Filing fee (3)	\$8.70
TIN Match fee	\$0.00
eDelivery Filing fee	\$0.00
USPS Mailing fee	\$0.00
State Filing fee	\$0.00
eFiling discount	-\$0.00
Estimate Tax fee	\$0.00
Grand Total	\$8.70

Select credit card

+

[Add new card](#)

Select address

+

[Add new address](#)

Payer email ID

Prepay wallet

\$0.00

Card Pay

\$8.70

Once completed, you will receive two emails:

- A recap of payment information
- Notification the PDF is ready to download (if that option was chosen)

Congratulations! You have completed your 1099 e-filing.

Please contact either of the following individuals if you have any questions or problems.

Sally Serbus: 314.792.7716 or SallySerbus@archstl.org

Kathy Smith: 314.792.7131 or KathySmith@archstl.org