

# 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
<b>IRS e-file 1099-NEC</b>	
1 <sup>st</sup> 20 forms	<b>\$2.90</b>
21 to 150 forms	<b>\$2.19</b>
<b>State Filing</b>	<b>\$0.99</b>
<b>Mail 1099s to Vendors</b>	<b>\$1.80</b>

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.

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

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)

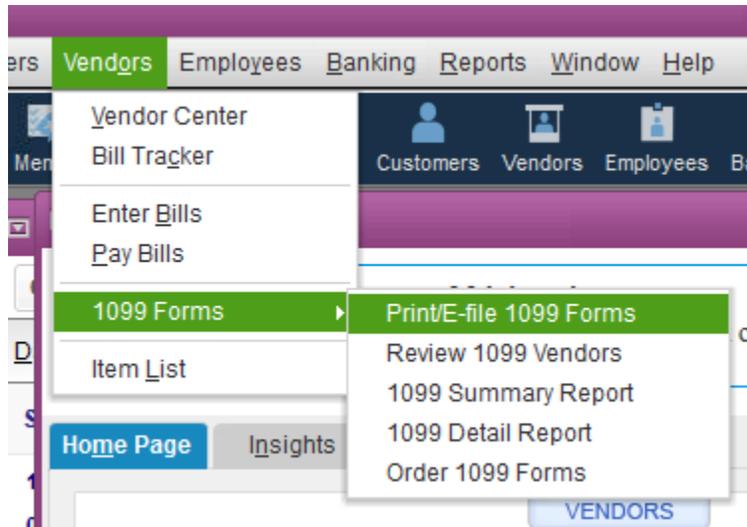
***The 1099-NEC form must be distributed to all independent contractors NO LATER than January 31, 2024.***

**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'.

 A screenshot of the 'Print/e-file 1099 forms' window. The window title is 'Print/e-file 1099 forms'. The main heading is 'Let's help you prepare and file your 1099 forms'. Below the heading, there is a paragraph explaining that Form 1099-NEC is for nonemployee compensation and Form 1099-MISC is for miscellaneous income. A 'Things to know' section lists key points: Form 1099-NEC and Form 1099-MISC have special rules for boxes State tax withheld & State/Payer's state no.; forms can be printed and mailed or e-filed; and the IRS requires e-filing for 10 or more forms. Two columns provide details for Form 1099-NEC and Form 1099-MISC, each with a 'Get started' button. The 'Get started' button for Form 1099-NEC is highlighted with a red box. At the bottom, there are links for 'Don't have the forms to print and mail?' and 'Need more information?'.
 

**Let's help you prepare and file your 1099 forms**

You must file **Form 1099-NEC** to report nonemployee compensation and **Form 1099-MISC** to report miscellaneous income. If you have vendors who are eligible for both forms, you need to prepare and file them separately.

**Things to know**

- **Form 1099-NEC** and **Form 1099-MISC** filed in New Jersey or Wisconsin have special rules for boxes **State tax withheld & State/Payer's state no.**, and they need to be filled accordingly. [Learn more about these rules](#)
- You can print and mail the forms to IRS or file electronically with IRS using the 1099 E-File Service. [Learn more about filing options](#)
- The IRS requires you to e-file if you're submitting 10 or more information return forms. This applies to 1099-Misc, 1099-NEC, and W-2 forms.

Form 1099-NEC	Form 1099-MISC
<ul style="list-style-type: none"> <li>• Report nonemployee compensation, like the money you pay to an independent contractor who performs work for you.</li> <li>• Furnish the form to the recipient by <b>January 31, 2024</b>.</li> <li>• Print and mail the forms to IRS or file electronically by <b>January 31, 2024</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Report miscellaneous income such as rental income, royalties, and Native Americans gaming profits.</li> <li>• Furnish the form to the recipient by <b>January 31, 2024</b>.</li> <li>• Print and mail the forms to IRS by <b>February 28, 2024</b> or file electronically by <b>March 31, 2024</b>.</li> </ul>

[Get started](#) [Get started](#)

**Don't have the forms to print and mail?**  
You can order them here

**Need more information?**

**E-file your 1099 forms cost-effectively using QuickBooks Contractor Payments (two payment types supported currently).** [Get more info](#)

[Learn more about e-filing and payment types supported](#)

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'.

**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'.

**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'.

**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.

**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](#).

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 included payments 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
<b>TOTAL</b>		<b>37,500.00</b>	<b>37,500.00</b>	<b>0.00</b>	<b>37,500.00</b>

[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](#)

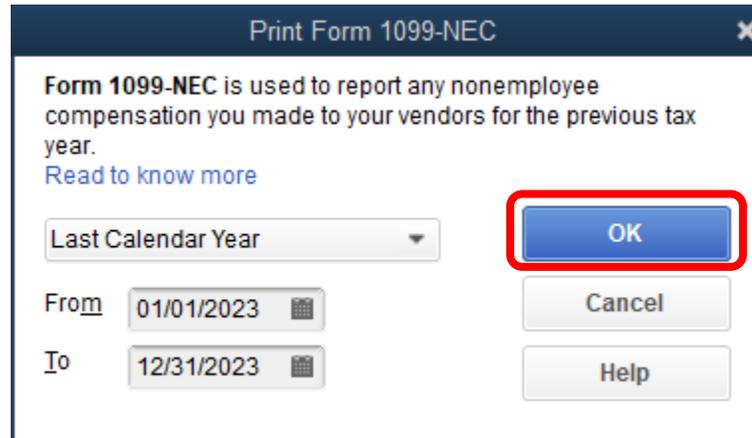
You can print **Form 1099-NEC** on preprinted forms and mail to IRS.

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

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

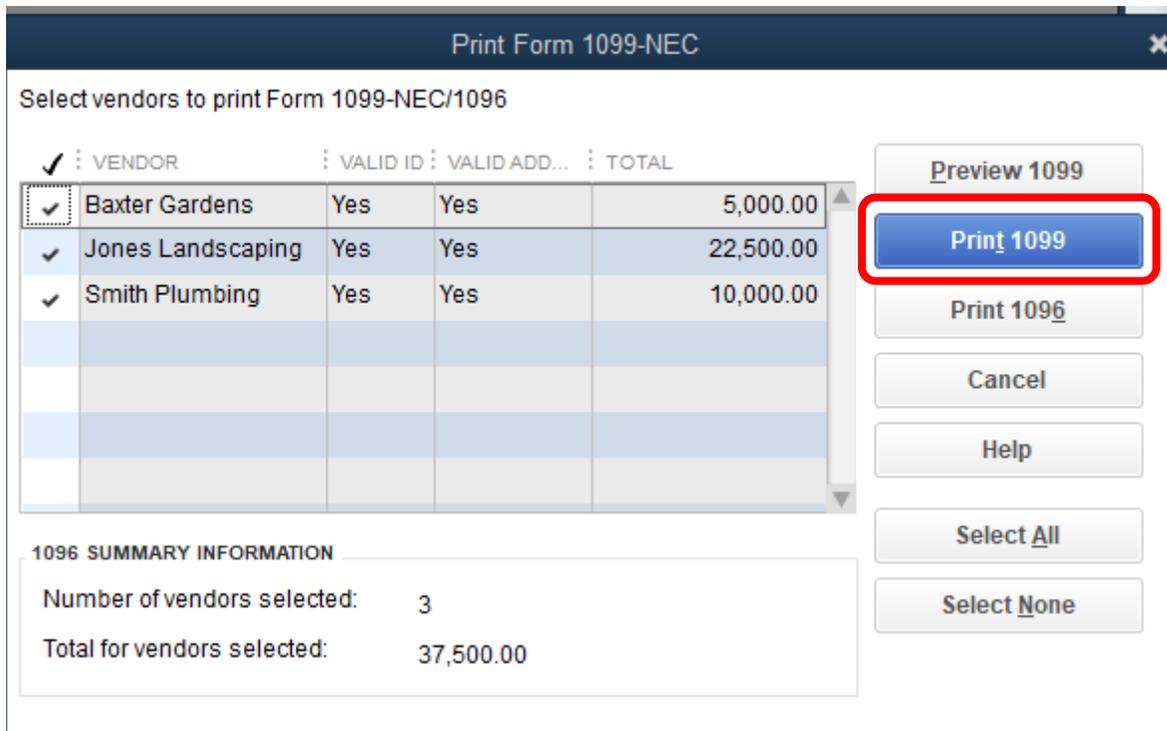
To 12/31/2023

OK

Cancel

Help

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

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"/>				

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'.

The screenshot shows a software window titled "Print/e-file 1099 forms" with a progress bar at the top indicating steps: 1. Select, 2. Verify, 3. Map, 4. Review Payments, 5. Confirm Entries, 6. Choose Filing. The main area is titled "Choose a filing method". A modal dialog box titled "Print Form 1099-NEC" is open, showing a table of vendors to be printed. The table has columns for Vendor, Valid ID, Valid Address, and Total. Three vendors are selected: Baxter Gardens (5,000.00), Jones Landscaping (22,500.00), and Smith Plumbing (10,000.00). The total for vendors selected is 37,500.00. The "Cancel" button is highlighted with a red box. The "Save & Close" button at the bottom right of the main window is also highlighted with a red box.

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

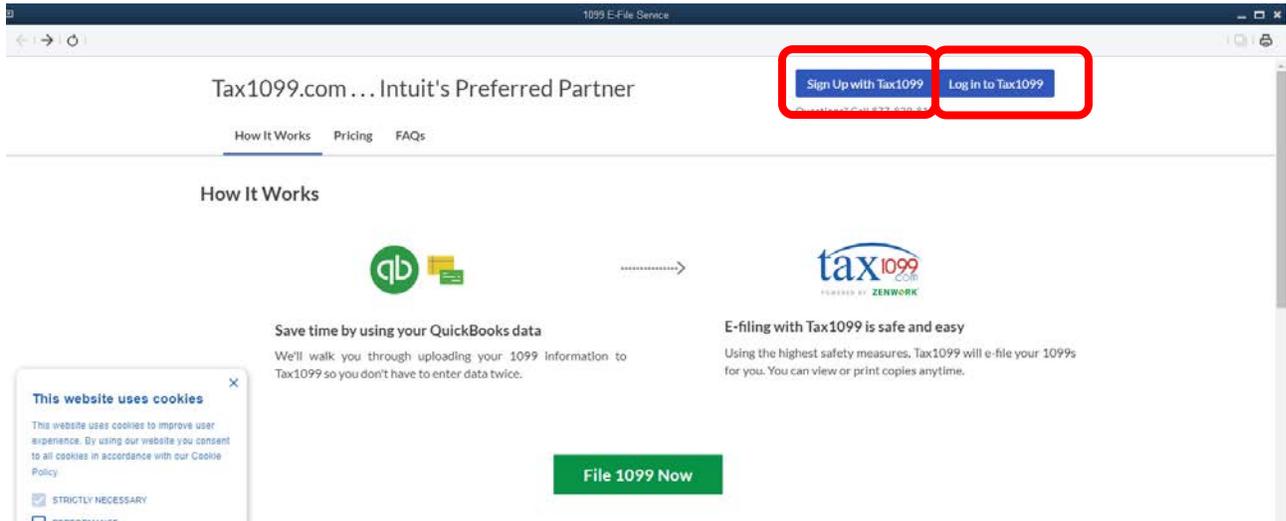
1096 SUMMARY INFORMATION  
 Number of vendors selected: 3  
 Total for vendors selected: 37,500.00

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

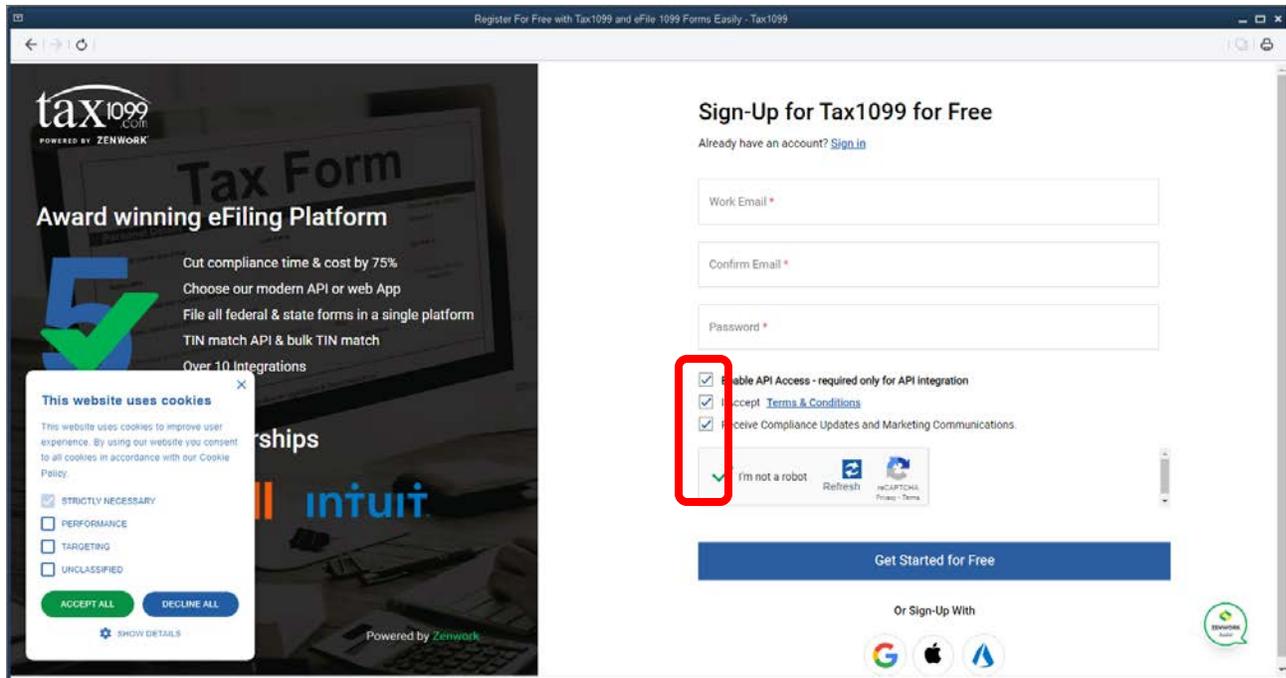
Independent contractors must receive their form by **January 31, 2024**. The IRS copies must be mailed by **January 31, 2024**.

## 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.

**tax1099.com**  
POWERED BY ZENWORK

sales@tax1099.com

**Business info** \* Please fill all the required fields

First Name \*      Last Name \*

Company Name \*      Contact Number \*

**I'm with a**

Small & Mid Business     Accounting Firm     Crypto/Fin Tech/Gig Platform     Large Enterprise

**How many forms you will be eFiling?**

We support growing businesses of all sizes

0 to 100     101 to 500     501 to 1000     1001 to 10,000     10,001+

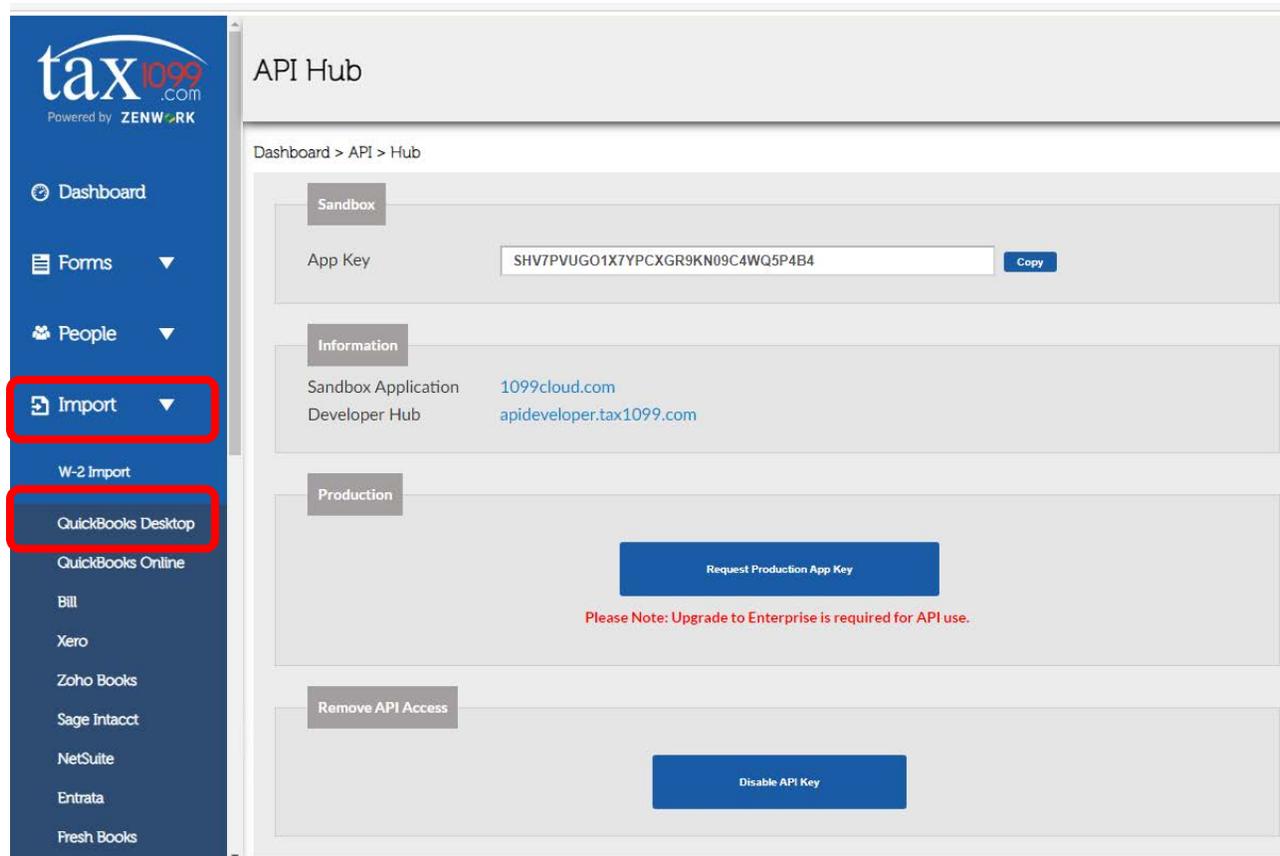
Select 'QuickBooks Enterprise'. Click 'Next'.

**Which Accounting Software do you Use?**

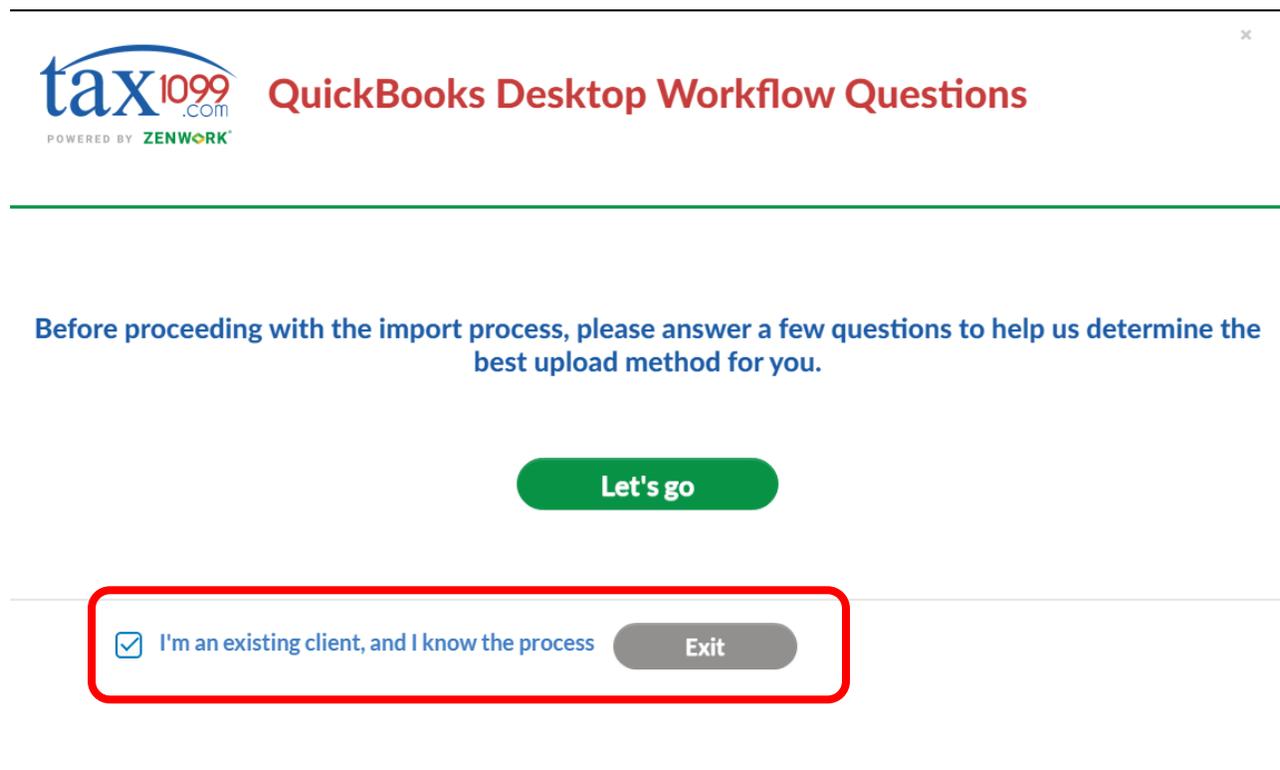
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Quickbooks Desktop               | <input type="checkbox"/> SAP                | <input type="checkbox"/> Thomson Reuters |
| <input type="checkbox"/> Quickbooks Pro/Premier           | <input type="checkbox"/> Sage Intacct       | <input type="checkbox"/> 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**

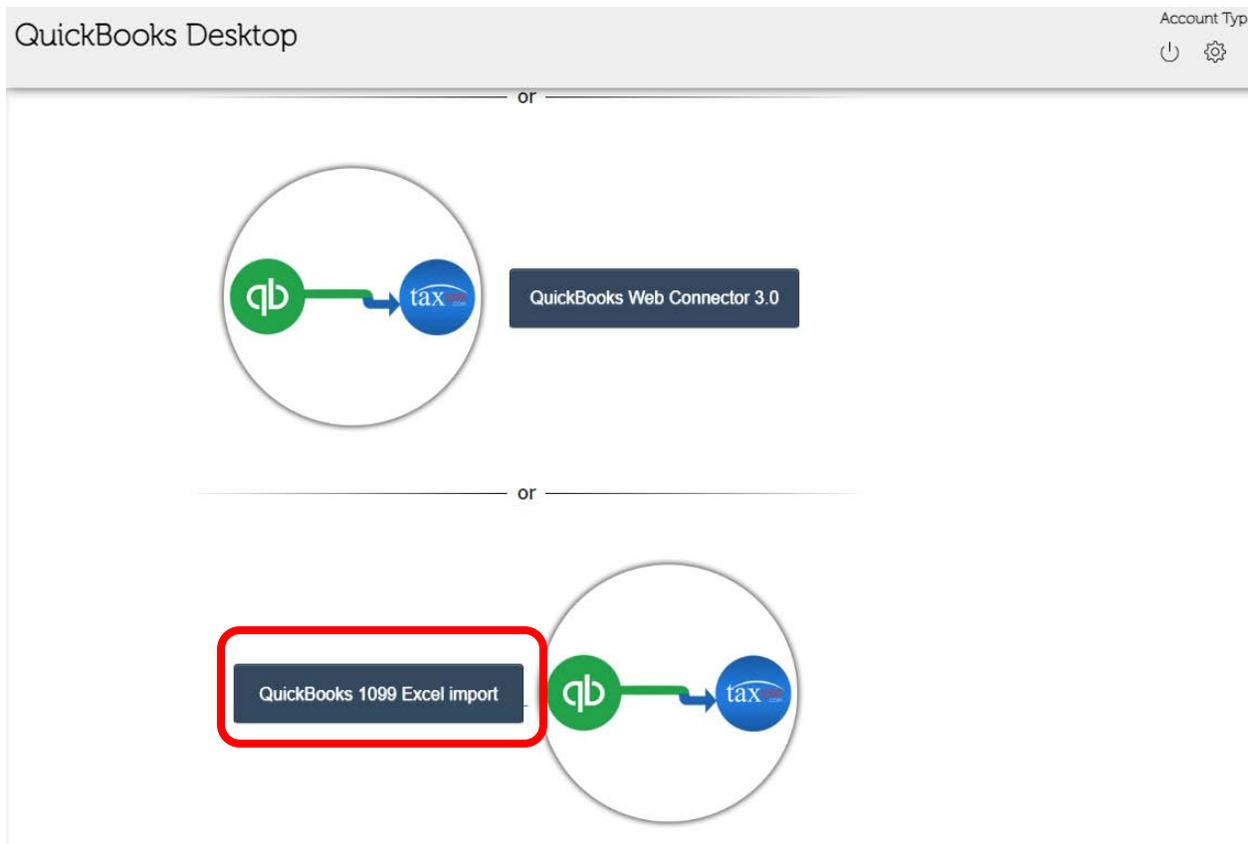
Click on the down arrow next to 'Import'. Select 'QuickBooks Desktop'.



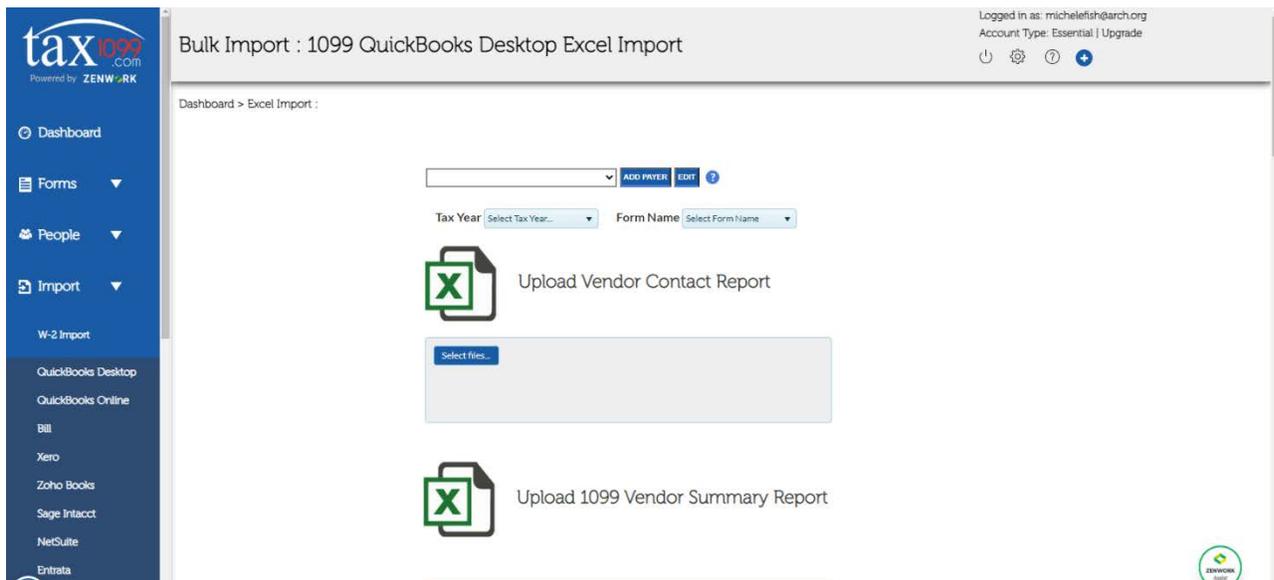
Click on 'I'm an existing client, and I know the process'. Click on 'Exit'.



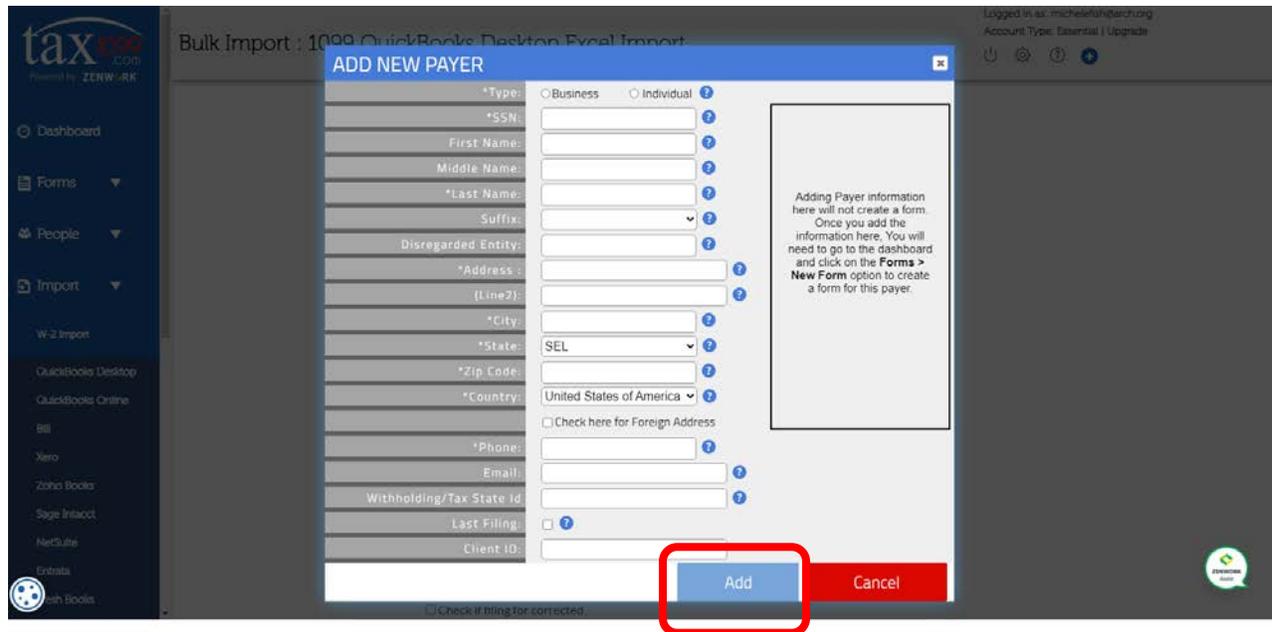
Scroll down and click on 'QuickBooks 1099 Excel Import'.



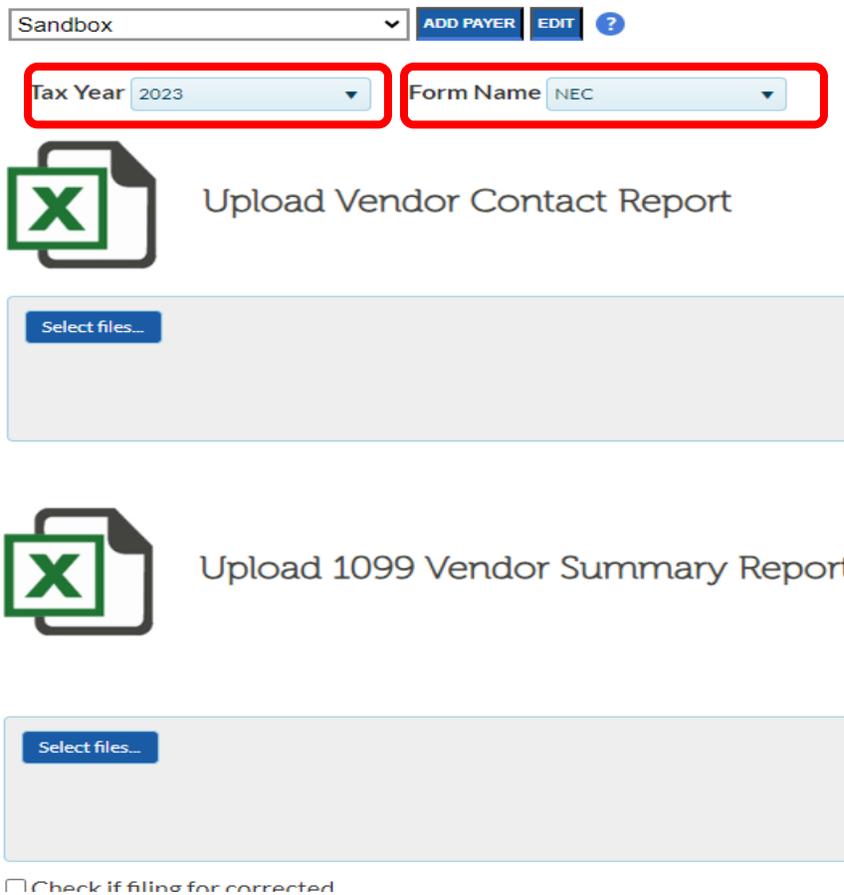
Click on 'Add a Payer'.



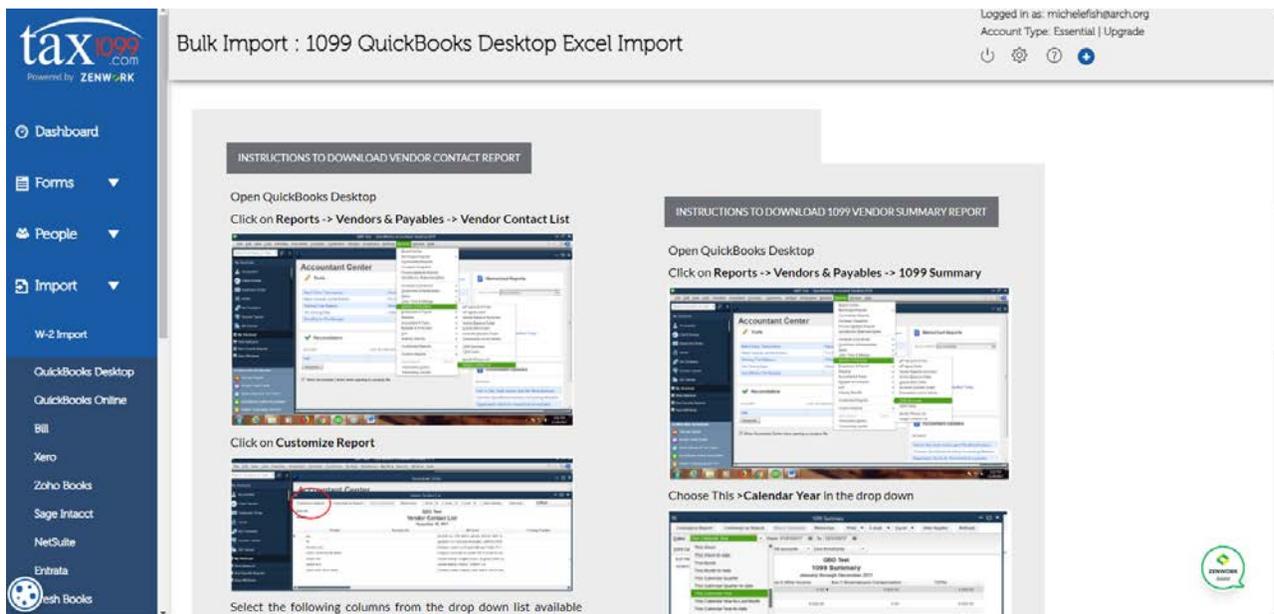
Enter parish information. Click 'Add'.



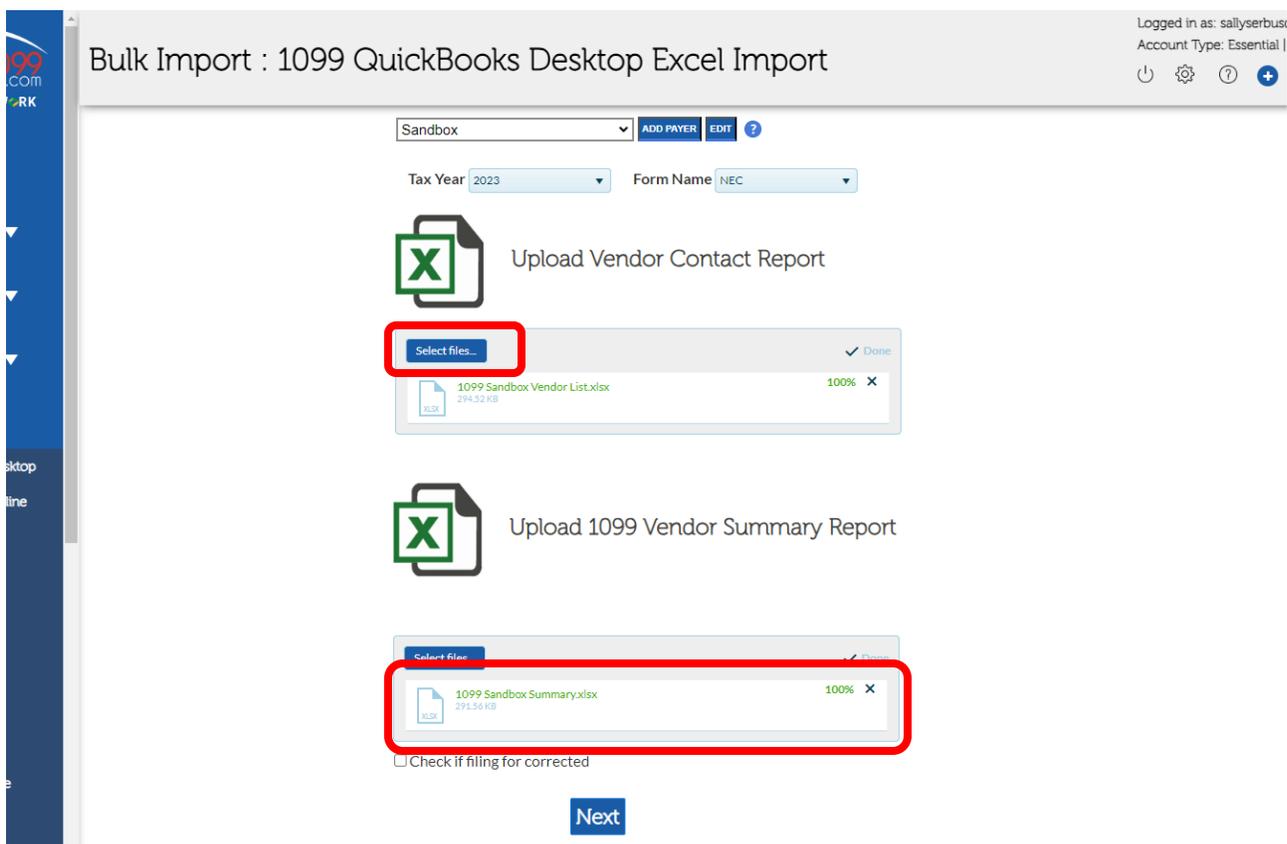
Select 'Tax Year 2023' and 'Form Name NEC'. Scroll down to instructions on how to create and download the QuickBooks Vendor Contact Report and Vendor Summary Report.



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](#)

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

The screenshot shows a web form titled "EDIT RECIPIENT" with a close button in the top right corner. The form contains the following fields and options:

- \*Type:** Radio buttons for "Business" (selected) and "Individual".
- \*EIN:** Text input containing "43-0908567".
- \*Business Name:** Text input containing "Jones Landscaping".
- Attention To:** Empty text input.
- \*Address:** Text input containing "123 Main St.". A checkbox "Check here to validate address" is to the right.
- (Line2):** Empty text input.
- \*City:** Text input containing "St Louis".
- \*State:** Dropdown menu showing "Missouri".
- \*Zip Code:** Text input containing "63116".
- \*Country:** Dropdown menu showing "United States of America".
- Check here for Foreign Address:** Unchecked checkbox.
- Phone:** Empty text input.
- Email:** Empty text input.
- EmailLanguage:** Dropdown menu showing "SEL".

At the bottom of the form, there are two buttons: "Update" (blue) and "Cancel" (red). The "Update" button is highlighted with a red rounded rectangle.

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[Export To Excel](#)

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

1 100 items per page1 - 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

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

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
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
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
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  
TotalAmount: \$ 28,500.00

Buttons: 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.

You have not chosen either USPS Mail or eDelivery. You may use Manage Forms to send email, USPS mail, or print copies of the Recipient 1099/W2. Click Cancel to make those selections now or OK if you plan to notify the Recipient separately.



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: [dropdown] Regular [dropdown]

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	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 Delete Edit
<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 Delete Edit
<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 Delete Edit
				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

Enter Coupon Code

### 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
<b>eFiling discount</b>	<b>-\$0.00</b>
Estimate Tax fee	\$0.00
<b>Grand Total</b>	<b>\$8.70</b>

Select credit card [+ Add new card](#)

1234 1234 1234 1234

Select address [+ Add new address](#)

1 East Center Street #250 Fayetteville,

Payer email ID

sample@mail.com

Prepay wallet \$0.00

Card Pay \$8.70

**Net Pay \$8.70**

Cancel

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](mailto:SallySerbus@archstl.org)

Kathy Smith: 314.792.7131 or [KathySmith@archstl.org](mailto:KathySmith@archstl.org)