

1099 Corrections

Correcting 1099s

Menu: *FAM > Periodic Routines > Periodic Processing > 1099 Processing*

1. Go into the Maintain 1099 work file (**FAM > Periodic Routines > 1099 Processing**) and fix what is needed. **Make sure to check the box at the top that says **CORRECTED**.**

1099-Misc Processing

Maintain 1099-Misc Work Files

Print 1099-Misc Edit List

Print 1099-Misc Forms

Generate 1099-Misc Electronic File

1099-NEC Processing

Maintain 1099-NEC Work Files

Print 1099-NEC Edit List

Print 1099-NEC Forms

Generate 1099-NEC Electronic File

Printing Corrected 1099s

- 1.) Click the Print 1099 Forms link on the 1099 Processing menu.
- 2.) Click Print an Individual 1099

Information

 Select a print option:

- Print All is used to print all 1099 forms.
- Restart is used to restart printing from a specific point.
- Individual is used to print a 1099 form for one vendor.

Print All 1099 Forms

Restart 1099 Printing

Print an Individual 1099

- 3.) Verify the tax year and select the desired 1099 print parameters based on the forms being used. Type in the Vendor Number(s) needed.

Information

 Use this option to print 1099 forms. Forms print at 6 lines per inch and are sorted by ascending vendor number order.

Print Criteria

Tax Year * 2020

Print Payer Name/Address

Set Correction Flag

Form Type * Laser

Reverse Portrait Printing

Pre-Printed Front

Pre-Printed Back

Form Copy * 1

Mask Federal Tax ID for Copy B - Recipient

Create Attachments?

Vendor Number * 0

Alternate Vendor Number * 0

Additional Vendor Numbers 0 0 0 0 0 0 0 0 0

Additional Alternate Numbers 0 0 0 0 0 0 0 0 0

Please note: You can print the corrected 1099 on regular paper on your printer and mail them out instead of having to wait for us to print if you would like.

Submitting Corrected 1099s Electronic File

Create the 1099 electronic file.

When you generate your Electronic File Setup, pick the correct file indicator. Click on Ok and then you will be able to type the vendor numbers you need to submit. Make sure you use | to separate your vendor numbers. This will create an electronic file with only the vendors you type in the vendor number section.

File Indicator *	C - Correction
Alpha Char	<input type="text"/>
File Name:	<input type="text"/>
File Type *	1 - Electronic File

Submit the electronic file to the IRS using the <https://fire.irs.gov/> site.

- After logging in to the Fire site, click Main Menu in the left taskbar.
- Click Send Information Returns under Menu Options in the left taskbar.
- Enter the TCC and TIN/EIN and click Submit.
- Verify the Filing Information and click Accept.
- Click the appropriate File Definition in the File Type menu in the left taskbar.

.02 File Definitions

It is important to distinguish between the specific types of files:

- Original File** – Contains information returns that have not been previously reported to the IRS.
- Amended File** – a file previously submitted and processed but contained incorrect information. Amendments should only be made to records that have been filed incorrectly, not the entire file.
- Replacement File** – the “Check File Status” option on the FIRE System indicated an original or amended file was bad. After the necessary changes, have been made, the entire file must be transmitted through the FIRE System.
- Test File** – Contains data that is formatted to the specifications in the Publication 1187 and can only be sent through the FIRE Test System.

- Enter the PIN and click Submit.
- Click Choose File and browse to select the 1099 electronic file which was downloaded from eFP.



- h. Click Upload.
- i. Verify the file was uploaded successfully.
- j. You may return to the Fire site later and review the status of your submission using the Check File Status item in the Main Menu.