

Print 1099

Last Modified on 01/18/2023 5:24 pm EST

The Print 1099 Report is used to print the 1099 forms to submit to your 1099 Vendors and to the Internal Revenue Service. The report is designed to print on the pre-printed IRS form 1099-MISC. The payments made to 1099 Vendors will default to print in box 7 (Non-Employee Compensation) of the form, however you have the option of changing the Compensation Type to one of the following options by individual Vendor:

1 - Rent, 2 - Royalties, 3 - Other Income, 6 - Medical and Health Care Payments,

8 - Substitute Payments, 13 - Excess Golden Parachute Payments, or 14 - Gross Proceeds Paid to an Attorney

This report does not print the form itself, it prints the information on the pre-printed 1099-MISC form; you must purchase this form to be able to print 1099's from SedonaOffice. Make certain to load the pre-printed forms into the printer prior to clicking the *Print* button.

Report Selections

When the 1099 Report Selections form is opened, a list of all payments made to Vendors flagged as a 1099 Vendor will be displayed in the grid area of the form along with the total amount of payments made to each Vendor for the selected Tax Year. The compensation amount for a Vendor may be modified if needed.

To modify the *Compensation Amount* for a Vendor, highlight the Vendor name in the grid, then in the *Recipient Compensation* amount field at the lower right of the form, type in the amount.

Tax Year - Highlight the Tax Year for which the 1099's will be printed.

Payers Information - The Payer Information will auto-fill from the information saved in the SedonaSetup table Company Setup. Information in this field may be modified if necessary.

Payers FIN - Type in your company's Federal Identification Number.

Margin Settings - If after printing a test page, adjustments need to be made to align the report on the pre-printed form, you may enter values into the Left or Top margins fields to attain the proper alignment.

· *Left* · *Top*

Copies per Recipient - The default is to print 1 copy; you may change this value if multiple copies will be printed for each Recipient (Vendor).

Print Setup - Press the *Print Setup* button to select the Printer that will be used for printing the 1099's.

Test Page - When ready to print, click the *Test Page* button. Make certain the printer has been loaded with the pre-printed 1099-MISC forms. After the test page has printed, review the alignment to make certain the data printed in the boxes on the forms is legible. If alignment adjustments need to be made, enter values in the Left or Top fields, then print another test page to verify the adjustment settings are correct. Since each printer works differently, you may have to make several adjustments and print test pages until the printing aligns correctly on the pre-printed form.

Once the alignment is correct, click the *Print* button located at the lower right of the form.

Tax Year

- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015

PAYER'S name, street address, city state ZIP code, and telephone no.

SedonaSecurity
 416 Forest rd
 Suite 350
 Plymouth, MI 48170
 (734) 414-0760

PAYER'S Federal Identification number

Left: 0.000

Top: 0.000

Copies per Recipient 1

1099-MISC 1099-NEC

Recipients

Recipient	Recipient 2	Identification	Street Address	City, state, ZIP code	Compensation	Comp
<input type="checkbox"/> 0000001		971-50-9670		, N/A	0.00	1 No
<input type="checkbox"/> 102030		11-14447895	jkhkjhkj	Canton, MI 48187	0.00	1 No
<input checked="" type="checkbox"/> A&A Office Supply		112-88-7894	1239 Canton Center Rd	Canton, MI 48187	36.75	1 No
<input type="checkbox"/> Alarmists Inc		566-22-4576	101 Main St.	Winnipeg, AB A1A 1A1	0.00	1 No
<input type="checkbox"/> Alarmnet		123-45-6789	125 Main	Plymouth, MI 48170	0.00	1 No
<input type="checkbox"/> Bentley Construction Comp...			339 Washington Avenue	Cleveland, OH 44110	0.00	1 No
<input type="checkbox"/> Bob Sharp		380-70-5661		, N/A	0.00	1 No
<input type="checkbox"/> Bourque Fire & Life Safety ...			1944 Warwick Avenue	Plymouth, MI 48170	0.00	1 No
<input type="checkbox"/> BuyMore		88-6523433	6587 Mt. Vernon	Marion, OH 43302	0.00	1 No
<input type="checkbox"/> Callus Electric Company		41652000	P.O. Box 2211	Cleveland, OH 44110	0.00	1 No

Check All

Uncheck All

Recipient Compensation:

1 Nonemployee compensation

Print Setup...

Test Page

Print

Close