

1099 Processing

There are three types of 1099's the system will track, Miscellaneous, Interest and Dividend. The form type is selected in Vendor Maintenance. The Default form can be selected in Vendor Maintenance; however, multiple types can be tracked for a vendor.

How to Setup 1099 Processing:

Click on Accounts Payable -> Setup -> Accounts Payable Options. Click the Check Box for 1099 Reporting to turn the feature on. Then enter the Default 1099 Calendar Year.

The screenshot shows the 'Accounts Payable Options (TST) 10/20/2014' window. The '1099 Reporting' checkbox is checked, and the 'Default 1099 Calendar Year' is set to 2010. A red oval highlights these two fields. Other options include 'Accounts Payable Divisions' (checked), 'Aging Categories to Use for Invoices' (Days), 'Aging Categories' (30, 45, 60, 90 Days), 'Display' (Default Invoice Display: Descending Invoice Date, Display Invoices with Zero Balance: checked, Display Cleared Checks in Vendor Maintenance: checked), 'Sales Tax Reporting' (checked), 'Fiscal Period' (Current Fiscal Year: 2010, Current Period: 05), 'Integrate with' (General Ledger: checked, Bank Reconciliation: checked, Job Cost: unchecked), and 'Enable Wire Transfers' (unchecked). Buttons for 'Accept', 'Cancel', and a printer icon are at the bottom.

Click on the History tab. Enter the number of Years to Retain 1099 Payment History.

The screenshot shows the 'Accounts Payable Options (TST) 10/20/2014' window, History tab. The 'Years to Retain 1099 Payment History' is set to 7. A red arrow points to this field. Other options include 'Vendor Audit' (Vendor Changes to Track: None, Track Additions in Detail: unchecked), 'Invoice/Payment History' (Track Detailed Invoice/Payment History: checked, Retain Comment Lines for Invoices: checked), 'Purchases History' (Years to Retain Vendor History: 2, Include Sales Tax and Freight: checked), and 'Years to Retain 1099 Payment History' (7). Buttons for 'Accept', 'Cancel', and a printer icon are at the bottom.

How to Turn 1099 Processing on for a Vendor:

Click on Accounts Payable -> Main -> Vendor Maintenance. Select the vendor that you need to set up as a 1099 vendor. Click on the Additional Tab.

Vendor No. 01-ALLCLIM
Name Allclimate Maintenance

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment
Vendor Status Active
[Inactive Reason](#)

Use P/O Receipt of Invoice Entry for this Vendor
[Primary Purchase Address](#)

1099 Form
Vendor Type None
Default Form None
Taxpayer ID No.
Default Box No.
Misc Box 9 1099 History...

Data Entry
[G/L Account](#) 525-00-03
Equipment maintenance
Separate Check

Printing
Sort ALLCLIMATE
Batch Fax

Accept Cancel Delete

Click the down arrow at Vendor Type and select Business or Individual.

Vendor No. 01-ALLCLIM
Name Allclimate Maintenance

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment
Vendor Status Active
[Inactive Reason](#)

Use P/O Receipt of Invoice Entry for this Vendor
[Primary Purchase Address](#)

1099 Form
Vendor Type None
Default Form None
Taxpayer ID No.
Default Box No.
Misc Box 9 1099 History...

Data Entry
[G/L Account](#) 525-00-03
Equipment maintenance
Separate Check

Printing
Sort ALLCLIMATE
Batch Fax

Accept Cancel Delete

Click the down arrow at Default Form and select the form type for this vendor.

Vendor No. 01-ALLCLIM
Name Allclimate Maintenance

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment
Vendor Status Active
[Inactive Reason](#)

Use P/O Receipt of Invoice Entry for this Vendor
[Primary Purchase Address](#)

1099 Form
Vendor Type Individual
Default Form Miscellaneous
Social Sec No. Miscellaneous
Default Box No. Interest
Misc Box 9 Dividend
1099 History...

Data Entry
[G/L Account](#) 525-00-03
Equipment maintenance

Separate Check

Printing
Sort ALLCLIMATE
Batch Fax

Accept Cancel Delete

Enter the vendors Social Security number if the Vendor Type is an Individual or the Federal ID number if the Vendor Type is Business.

Vendor No. 01-ALLCLIM
Name Allclimate Maintenance

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment
Vendor Status Active
[Inactive Reason](#)

Use P/O Receipt of Invoice Entry for this Vendor
[Primary Purchase Address](#)

1099 Form
Vendor Type Individual
Default Form Miscellaneous
Social Sec No. 111-22-3456
Default Box No. 1
Misc Box 9
1099 History...

Data Entry
[G/L Account](#) 525-00-03
Equipment maintenance

Separate Check

Printing
Sort ALLCLIMATE
Batch Fax

Accept Cancel Delete

IMPORTANT!! Select the CORRECT Box No. Then click Accept. The system will now automatically track 1099 information during Invoice Data Entry.

Vendor No. 01-ALLCLIM
Name Allclimate Maintenance

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment
Vendor Status Active
[Inactive Reason](#)

Data Entry
[G/L Account](#) 525-00-03
Equipment maintenance
Separate Check

Printing
Sort ALLCLIMATE
Batch Fax

Use P/O Receipt of Invoice Entry for this Vendor
[Primary Purchase Address](#)

1099 Form
Vendor Type Individual
Default Form Miscellaneous
Social Sec. No. 111-22-3333
Default Box No. 7
Misc Box 9
[1099 History...](#)

1
2
3
4
5
6
7
8
10
13
14
15a
15b
16

Accept Cancel Delete

Invoice Data Entry:

Note: Information for invoices that qualify for 1099 payments can be entered in both Accounts Payable and Purchase Order – Receipt of Invoice.

If you have an invoice where part of it qualifies for 1099, but the other part does not, you have to enter two different invoices.

Click on Accounts Payable -> Main -> Invoice Data Entry. Select vendor and enter Invoice number. The 1099 information for this vendor will be displayed in the lower right hand corner. Enter the line information as usual.

The 1099 information will appear on the Invoice Register.

Accounts Payable Invoice Register
 Journal Posting Date: 10/20/2014
 Register Number: AP-000020

ABC Distribution and Service Corp. (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE							
Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount	Distribution Amount	
	Invoice	Due	Discount				
ALLCLIM 45687	Allclimate Maintenance			1099 Form: M	Box: 7	Separate Check: No	
	10/20/2014	10/30/2014		650.00	0.00	650.00	
	G/L Account: 525-00-03			Equipment maintenance			
	Division 01 Total:			650.00	0.00	650.00	
	Report Total:			650.00	0.00	650.00	
					Prepaid Amount:	0.00	650.00
					Prepaid Amount:	0.00	650.00

NOTE: 1099's are based on Paid invoices. So you will **not** see the 1099 information from the invoice that was just entered until that invoice is **Paid**.

Vendor No. 01-ALLCLIM
 Name sage 1099 Payment History

1099 Form Type Miscellaneous
 Calendar Year 2014

	Box	Year to Date
1	1 Rent	.00
2	2 Royalties	.00
3	3 Other income	.00
4	4 Fed income tax	.00
5	5 Fishing boat	.00
6	6 Medical care	.00
7	7 Nonemployee	.00
8	8 Substitute pymnt	.00
9	10 Crop Insurance	.00
10	13 Excess Parachute Pmnts	.00
11	14 Proceeds to attorney	.00
12	15a Section 409A deferrals	.00
13	15b Section 409A income	.00
14	16 State income tax	.00
15	18 State income	.00
16	17 State/Payer No.	

Vendor Payment:

SAP Manual Check and Payment Entry (TST) 10/20/2014

Bank Code: D
 Payment Type: Check
 Check No.: 007894
 Cash Account: 101-01-00

1. Header | 2. Lines

Check Date: 10/20/2014
 Check Amount: 650.00
 Vendor No.: 01-ALLCLIM Allclimate Maintenance
 Comment:

Accept Cancel Delete

SAP Manual Check and Payment Entry (TST) 10/20/2014

Bank Code: D
 Payment Type: Check
 Check No.: 007894
 Cash Account: 101-01-00

1. Header | 2. Lines

Quick Row: 1

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comment
1	45687	10/20/2014	650.00	.00	
2			.00	.00	

Due Date: 10/30/2014
 Discount Date:
 1099 Form: Miscellaneous
 1099 Box: 7
 G/L Distribution:

Check Distribution Balance: 0.00 Payment Total: 650.00

Accept Cancel Delete

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
007894 45687	10/20/2014	01-ALLCLIM Allclimate Maintenance			650.00
1099 Form: M	10/20/2014 Box: 7	650.00	0.00 (ON FILE)	650.00	
Bank D Total:		650.00	0.00	650.00	650.00
Report Total:		650.00	0.00	650.00	650.00



Once the Check Register is posted, the 1099 information for the Vendor is updated in the Vendor Maintenance. Click on the 1099 History button. The YTD totals PAID to this vendor will be seen on this screen.

SAP 1099 Payment History

1099 Form Type:

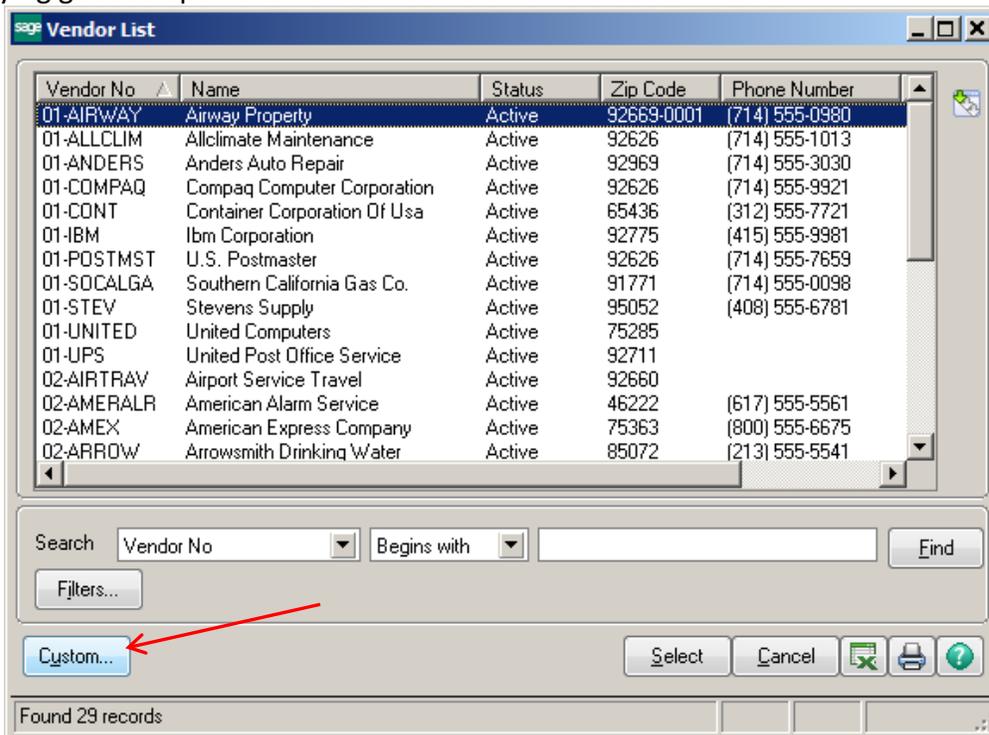
Calendar Year:

	Box	Year to Date
1	1 Rent	.00
2	2 Royalties	.00
3	3 Other income	.00
4	4 Fed income tax	.00
5	5 Fishing boat	.00
6	6 Medical care	.00
7	7 Nonemployee	650.00
8	8 Substitute pymnt	.00
9	10 Crop Insurance	.00
10	13 Excess Parachute Pmnts	.00
11	14 Proceeds to attorney	.00
12	15a Section 409A deferrals	.00
13	15b Section 409A income	.00
14	16 State income tax	.00
15	18 State income	.00
16	17 State/Payer No.	

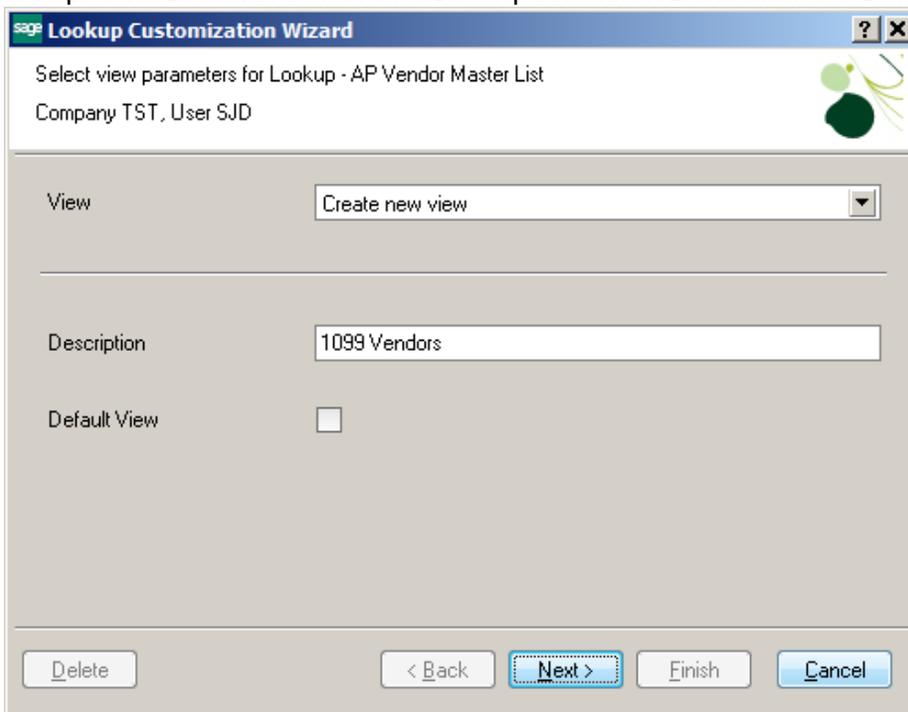
OK Cancel ?

How to Reconcile Your 1099's:

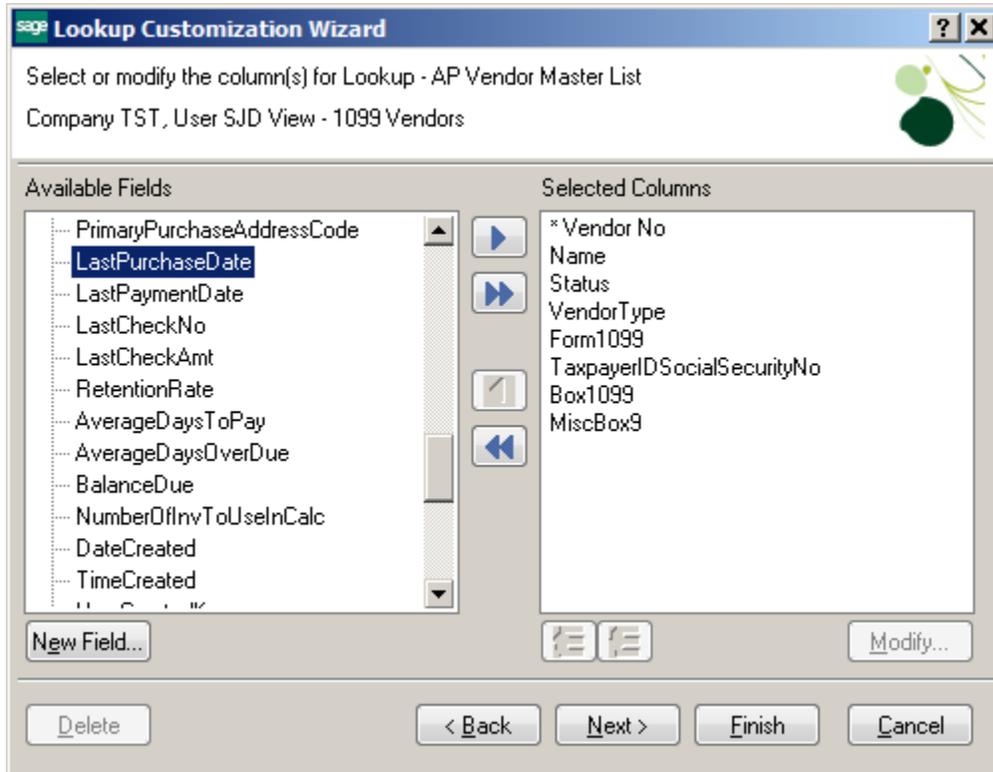
Create a Custom Lookup to list to show which Vendors are set up as 1099 Vendors. Click on the magnifying glass to open the Vendor List. Click on the Custom button.



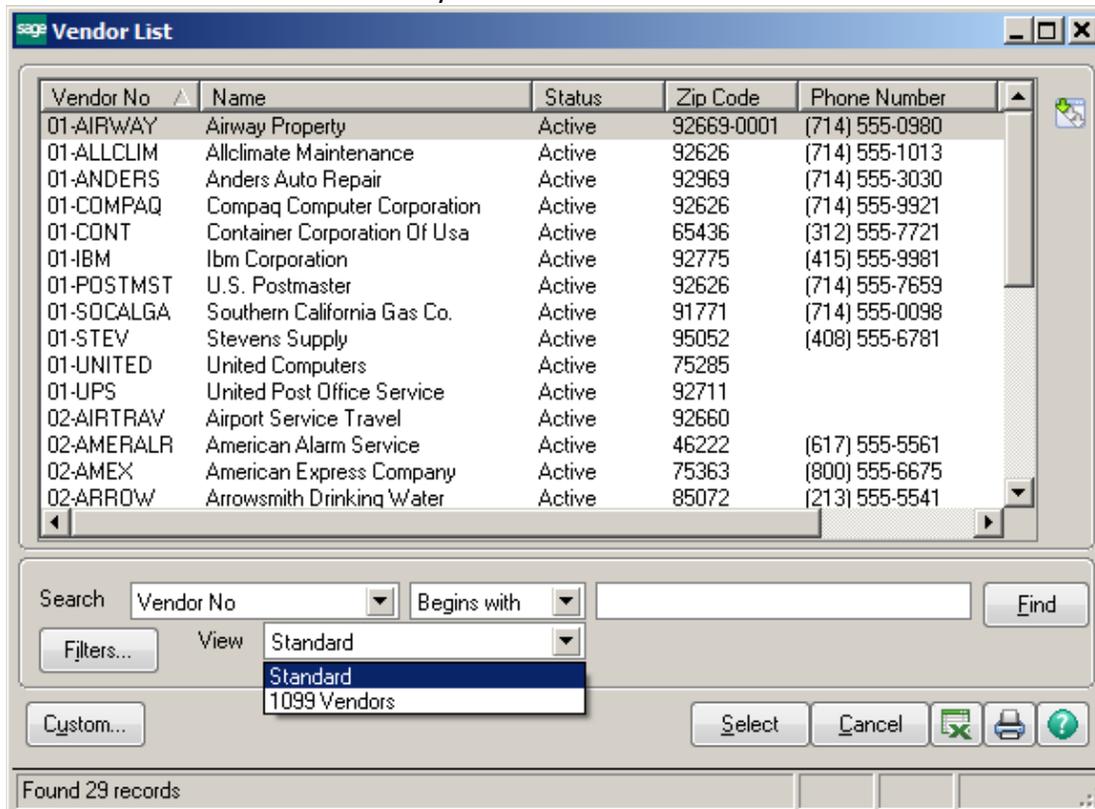
Enter Description – 1099 Vendors in the Description field. DO NOT check Default View box. Click Next.



Remove the fields that you don't need from the Selected Columns pane. Add the fields listed below by double clicking them in the Available Fields pane. Click Next, then Finish.



Click the down arrow at View and select your new view.



You can sort the Vendor Type field by clicking on the column heading. Review the Vendor List. Verify that the Form 1099 code, Tax Payer ID and Box 1099 Code are correct.

This list can be printed or exported to Excel using the Excel icon button.

NOTE: Be sure the Box 1099 code is correct. This is usually where we see most errors.

Vendor No	Name	Status	Vendor Type	Form 1099	Taxpayer ID	Box 1099	Misc Box
01-ANDERS	Anders Auto Repair	Active	B	M	033627154	1	N
02-CONSULT	Tax Consultants, Inc.	Active	B	M	950100645	7	N
01-AIRWAY	Airway Property	Active	I	M	111223333	7	N
01-ALLCLIM	Allclimate Maintenance	Active	I	M	111223333	7	N
02-LEARNER	Roger W. Learner	Active	I	M	303540251	1	N
01-COMPAQ	Compaq Computer Corporation	Active	N	N			N
01-CONT	Container Corporation Of Usa	Active	N	N			N
01-IBM	Ibm Corporation	Active	N	N			N
01-POSTMST	U.S. Postmaster	Active	N	N			N
01-SOCALGA	Southern California Gas Co.	Active	N	N			N
01-STEVE	Stevens Supply	Active	N	N			N
01-UNITED	United Computers	Active	N	N			N
01-UPS	United Post Office Service	Active	N	N			N
02-AIRTRAV	Airport Service Travel	Active	N	N			N
02-AMERALR	American Alarm Service	Active	N	N			N
02-AMEX	American Express Company	Active	N	N			N

Search Vendor No Begins with Find

Filters... View 1099 Vendors

Custom... Select Cancel Print Refresh

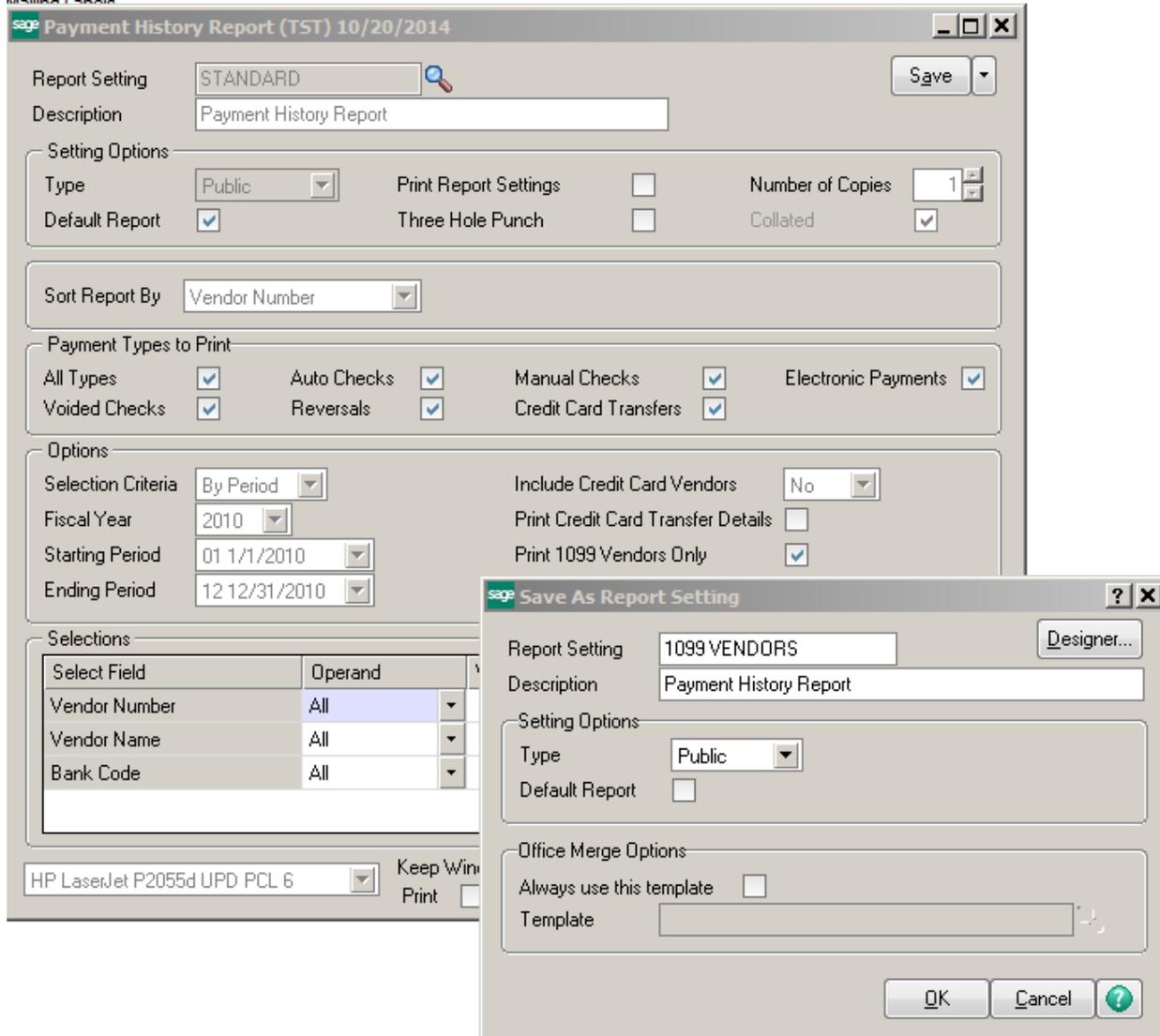
Found 29 records

Verify 1099 YTD Totals:

Print the Payment History Report from the Reports menu. Make the following changes:

- Sort Report By:** Select Vendor Number
- Print 1099 Vendors Only:** Click in Checkbox
- Include Credit Card Vendors:** Select No
- Starting/Ending Period:** Select Period 1 and Period 12
- Print 1099 Vendors Only:** Click in Checkbox

Click the down arrow next to Save button. Select Save As. Enter Report Setting – 1099 Vendors, take checkmark out of Default Report box.



How to Print 1099's:

Choose Form 1099 eFiling and Reporting from the Reports menu. Select the Form Type for printing 1099's. Enter the Minimum YTD Payment amount. Click Accept.

Form 1099 eFiling and Reporting

Form to Use: New
Form Type: Miscellaneous

Options
Vendor Type to Print: All Types
Minimum YTD Payment: 600.00
1099 Calendar Year: 2014

Company
Name: ABC Distribution and Service Corp.
Address: 1525 Technology Drive
City: Irvine
State: CA
ZIP Code: 77356
Federal ID No.: 43-1111111
Telephone: (555) 111-1212
Fax: (555) 222-1212

Select Field	Operand	Value
Vendor Number	All	

Buttons: Activate, Accept, Cancel, Help

The 1099 Setup Wizard screen will appear. You can run a Test Drive for your Vendors. Click Next.

1099 Setup Wizard

We noticed that you have not processed any 1099s for the current filing year.
Before you begin filing your 1099s, would you like to do any of the following?

I want to test drive the 1099/1096 Wizard with only the first 25 of my recipients.
 I want to test drive the 1099/1096 Wizard with all of my recipients.
 No thanks, start processing my 1099/1096s.

NOTE: The 1099/1096 Wizard test drive allows you to see how the process works but does NOT save any of your information.

Buttons: < Back, Next >, Cancel

Click Next.

The screenshot shows the '1099 Setup Wizard [Test Drive]' window. The title bar includes a green icon, the text '1099 Setup Wizard [Test Drive]', and standard window controls. The main window has a header with a document icon, a checkmark, and the text '1099 Setup Wizard', followed by a help icon. Below the header is the section 'Get Started Printing or eFiling Your 1099s'. A paragraph of text reads: 'Please verify this payer's Taxpayer Identification Number (TIN). This number is used on ALL 1099 forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction.' Below this text is the heading 'Payer TIN' and a visual representation of the TIN: '4 3 - 1 1 1 1 1 1 1'. Underneath the digits are two radio buttons: 'EIN' (which is selected) and 'SSN'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Verify the information on the Payer Screen. Click Next.

The screenshot shows the '1099 Setup Wizard [Test Drive]' window at the 'Payer Information' screen. The title bar is the same as the previous screen. The header contains a document icon, a checkmark, and the text 'Payer Information', followed by a help icon. The form fields are as follows: 'Company name:' with the value 'ABC Distribution and Service Corp.'; 'Other name:' with an empty field; 'First name:', 'Middle:', and 'Last name:' with empty fields; 'Country:' with a dropdown menu showing 'USA (United States)'; 'Address line 1:' with the value '1525 Technology Drive'; 'Address line 2:' with an empty field; 'City:' with the value 'Irvine'; 'State:' with a dropdown menu showing 'CA'; 'ZIP code:' with the value '77356'; 'Contact name:', 'Title:', 'Phone:', 'Email:', 'Fax:', and 'Transfer agent:' with empty fields. The 'Phone:' field contains '(555) 111-1212' and the 'Email:' field contains 'sjd'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

1099 Setup Wizard [Test Drive]

Tax Preparer Type

Which type of filer are you?

I am filing for my company/employer

I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).
Visit <http://aatrix.com/batchefiling> to learn more.

< Back Next > Cancel

1099 Setup Wizard [Test Drive]

Data Verification

1. Do you have any recipients who elected to only receive 1099 forms electronically?

Yes No

2. Is this your final return?

Yes No

< Back Next > Cancel

1099 Setup Wizard [Test Drive]

Recipient Identification Numbers

Would you like to truncate Recipient Identification Numbers (RINs) on recipient copies?
SSNs, ITINs, and ATINs will only display the last 4 digits of all printed recipient copies. This will not apply to EINs.

No truncation. Example: 123-45-6789

Truncate with asterisks. Example: ***-**-6789

Truncate with Xs. Example: XXX-XX-6789

Would you like to print RINs on recipient copies that are reported as zeros?

Yes, print zeros. Example: 000-00-0000 or 00-0000000

No, leave them blank.

< Back Next > Cancel

1099 Setup Wizard [Test Drive]

Multiple 1099 Data Files

Please Read Carefully
Answering incorrectly may require you to restart the filing process.

Do you use multiple 1099 data files for the **same federal EIN** ?

You may be using multiple 1099 data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

all under the same federal EIN.

Yes, I use multiple 1099 data files for this EIN.

No, I use a single 1099 data file for this EIN.

< Back Next > Cancel

Verify Vendor information. Click the Next Step button.

ABC Distribution and Service Corp. - W2/1099 Preparer

File Edit View Help

Verify Recipient Taxpayer Identification Numbers Next Step ? Prev Step Next Step

	Recipient L...	Recipient Fi...	Recipient Mi...	Recipient TIN	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
	Last Name	First Name	Middle Name	Taxpayer ID...	Rents	Royalties	Other Income	Federal Inc...	Fishing Boa...	Medical and...	Nonemploy...	Substitute P...	Payer Made
1				111-22-3333							650.00		<input type="checkbox"/>
Totals	1 Recipient(s)										650.00		

Existing DB opened

NUM

Click Next Step button.

ABC Distribution and Service Corp. - W2/1099 Preparer

File Edit View Help

Verify Recipients' Names & Addresses Next Step ? Prev Step Next Step

	Recipient L...	Recipient Fi...	Recipient Mi...	Recipient TIN	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box
	Last Name	First Name	Middle Name	Taxpayer ID...	Rents	Royalties	Other Income	Federal Inc...	Fishing Boa...	Medical and...	Nonemploy...	Substitute P...	Payer Made...	Cro
1				111-22-3333							650.00		<input type="checkbox"/>	
Totals	1 Recipient(s)										650.00			

NUM

Verify the Totals. Click Next Step.

ABC Distribution and Service Corp. - W2/1099 Preparer

File Edit View Help

Verify All Income Boxes **Next Step** ?

Prev Step Next Step

Recipient L...	Recipient FI...	Recipient Mi...	Recipient TIN	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box
Last Name	First Name	Middle Name	Taxpayer ID...	Rents	Royalties	Other Income	Federal Inc...	Fishing Boa...	Medical and...	Nonemploy...	Substitute P...	Payer Made...	Cro
1			111-22-3333							650.00		<input type="checkbox"/>	
Totals											650.00		

NUM

ABC Distribution and Service Corp. - W2/1099 Preparer

File Edit View Help

Verify Amount of State Income and Withheld **Next Step** ?

Prev Step Next Step

Recipient L...	Recipient FI...	Recipient Mi...	Recipient TIN	Box 13	Box 14	Box 15a	Box 15b	Filing State	Box 12	Box 11	Box 18	Box 16	
Last Name	First Name	Middle Name	Taxpayer ID...	Excess Gol...	Gross Proc...	Section 409...	Section 409...	Filing State	Foreign Cou...	Foreign Tax...	CA Taxable ...	CA Tax Withheld	
1			111-22-3333					CA					
Totals													

NUM

ABC Distribution and Service Corp. - W2/1099 Preparer

File Edit View Help

Verify Filing State is correct **Next Step** ?

Prev Step Next Step

Recipient L...	Recipient Fl...	Recipient MI...	Recipient TIN	Box 13	Box 14	Box 15a	Box 15b	Filing State	Box 12	Box 11	Box 18	Box 16
Last Name	First Name	Middle Name	Taxpayer ID...	Excess Gol...	Gross Proc...	Section 409...	Section 409...	Filing State	Foreign Cou...	Foreign Tax...	CA Taxable ...	CA Tax Withheld
1			111-22-3333					CA				
Totals	1 Recipient(s)											

Determine if you are going to choose a plan or just print the 1099's.

W2/1099 Preparer

1099 MISC Printing and Filing Options

Choose **Complete 1099, eFile Fed or eFile State** and pick your filing dates.
 Corrections before due dates are FREE! [More info?](#)

<input checked="" type="radio"/> Complete 1099 eFiling Service	Next Business Day Mailing!	# Recipients	Price/Recip.	Subtotal
<u>The eFile Center will:</u>				
- Print and Mail Recipient Copies		1	\$1.95	\$1.95
- e1099 Only Recipient Copies What's This?		0	\$0.99	\$0.00
- File your Federal 1099s and 1096			included	FREE
- File all applicable State 1099s and Reconciliation Forms			included	FREE
- e1099s Available for all Recipients			included	FREE
	Total Cost		Minimum	\$24.95

<input type="radio"/> Other Options	Fed or State eFilers receive Free, Easy Corrections!			
<input type="checkbox"/> Print my Recipient 1099 Copies				
<input type="checkbox"/> eFile Federal 1099s and 1096		1	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State 1099s and Reconciliation Forms		1	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal 1099s and 1096				
<input type="checkbox"/> Print State 1099s and Reconciliation Forms				
	Total Cost			\$ 0.00

Print Payer 1099 Copies

Click Print Final, then click Next Step.

Print Draft Print Final

Prev Step Next Step

9595 VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE CA 77356 UNITED STATES (555) 111-1212		1 Rents \$	OMB No. 1545-0115 2013 Form 1099-MISC		Miscellaneous Income
PAYER'S federal identification number 43-1111111		2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$	
RECIPIENT'S identification number 111-22-3333	5 Fishing boat proceeds \$	6 Medical and health care payments \$	Copy A For Internal Revenue Service Center File with Form 1096.		
RECIPIENT'S name ALLCLIMATE MAINTENANCE		7 Nonemployee compensation \$	8 Substitute payments in lieu of dividends or interest \$	For Privacy Act and Paperwork	
Street address (including apt. no.) 2331 TRINITY DRIVE SUITE 1600		9 Payer made direct sales of \$5,000 or more of property (real estate) \$			
City or town, province or state, country, and ZIP or foreign postal code COSTA MESA CA 92626		10 Crop insurance proceeds \$			
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	11 Foreign \$			
15a Section 409A deferrals \$	15b Section 409A income \$	13 Excess payment \$	16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

Paper Warning

Please insert the official (Red) 1099 Federal paper you purchased now.

OK Cancel

Form **1099-MISC** Department of the Treasury - Internal Revenue Service
Do Not Cut or Separate Forms on This Page — **Do Not Cut or Separate Forms on This Page**
 Aatrix Rev. 1/3/14

9595 VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE CA 77356 UNITED STATES (555) 111-1212		1 Rents \$	OMB No. 1545-0115 2013 Form 1099-MISC		Miscellaneous Income
PAYER'S federal identification number 43-1111111		2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$	
RECIPIENT'S identification number	5 Fishing boat proceeds \$	6 Medical and health care payments \$	Copy A For Internal Revenue Service Center File with Form 1096.		
RECIPIENT'S name		7 Nonemployee compensation \$	8 Substitute payments in lieu of dividends or interest \$	For Privacy Act and Paperwork Reduction Act Notice, see the	
Street address (including apt. no.)		9 Payer made direct sales of			
		10 Crop insurance proceeds			



Click Print Final, then click Next Step.

Do Not Staple 6969 Aatrix Rev. 1/10/14

Form 1096 Department of the Treasury Internal Revenue Service	Annual Summary and Transmittal of U.S. Information Returns	OMB No. 1545-0108 2013							
FILER'S name ABC DISTRIBUTION AND SERVICE CORP.									
Street address (including room or suite number) 1525 TECHNOLOGY DRIVE									
City or town, province or state, country, and ZIP or foreign postal code IRVINE CA 77356 US									
Name of person to contact	Telephone number 555 111-1212								
Email address SJD	Fax number 555 222-1212								
1 Employer identification number 43-1111111	2 Social security number	3 Total number of forms 1							
6 Enter an "X" in only one box below to indicate the type of form being filed.									
W-2G 32	1097-BTC 50	1098 81	1098-C 76	1098-E 84	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-D 86
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-PATR 97	1099-Q 31	1099-R 98	1099-S 75	1099-SA 94	3921 25	3922 26	5498 28	5498-ESA 72	5498-ESB 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Warning

Please insert the official (Red) 1096 Federal paper you purchased now.

OK Cancel

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature Title Date 10/20/2014

Instructions

Future developments. For the latest information about developments related to Form 1096, such as legislation enacted after they were published, go to www.irs.gov/form1096.

Reminder. The only acceptable method of filing information returns with Internal Revenue Service/Information Returns Branch is electronically through the FIRE system. See Pub. 1220, Specifications for Filing Forms 1097, 1098, 1099, 3921, 3922, 5498, 8935, and W-2G Electronically.

Purpose of form. Use this form to transmit paper Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G to the Internal Revenue Service. Do not use Form 1096 to transmit electronically. For electronic submissions, see Pub. 1220.

Caution. If you are required to file 250 or more information returns of any one type, you must file electronically. If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty. For more information, see part F in the 2012 General Instructions for Certain Information Returns.

When to file. File Form 1096 as follows.

- With Forms 1097, 1098, 1099, 3921, 3922, or W-2G, file by February 28, 2014.
- With Forms 5498, file by June 2, 2014.

Where To File

Send all information returns filed on paper with Form 1096 to the following:

If your principal business, office or agency, or legal residence in the case of an individual, is located in

Use the following three-line address

Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Rhode Island, Texas

Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301

For Help, press F1



Click Print Final, then click Next Step.

Print Draft Print Final

Prev Step Next Step

VOID CORRECTED

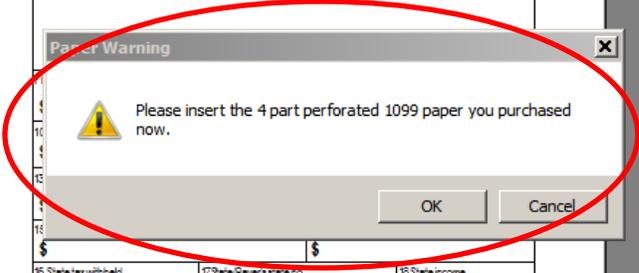
1 Rents \$	2 Royalties \$	3 Other income \$
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE UNITED STATES CA 77356 (555) 111-1212		
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number 111-22-3333	Account Number (see instructions)
RECIPIENT'S name, street address (including apt. no.), day or town, province or state, county and ZIP or foreign postal code ALLCLIMATE MAINTENANCE 2331 TRINITY DRIVE SUITE 1600 COSTA MESA CA 92626		
7 Nonemployee compensation \$ 650.00	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (resident) for resale <input type="checkbox"/>
10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign county or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC Copy 1 For State Tax Department

VOID CORRECTED

1 Rents \$	2 Royalties \$	3 Other income \$
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE UNITED STATES CA 77356 (555) 111-1212		
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number	Account Number (see instructions)
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10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign county or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC Copy 1 For State Tax Department



1 Rents \$	2 Royalties \$	3 Other income \$
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE UNITED STATES CA 77356 (555) 111-1212		
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number	Account Number (see instructions)
RECIPIENT'S name, street address (including apt. no.), day or town, province or state, county and ZIP or foreign postal code		
7 Nonemployee compensation \$	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (resident) for resale <input type="checkbox"/>

1 Rents \$	2 Royalties \$	3 Other income \$
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE UNITED STATES CA 77356 (555) 111-1212		
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number	Account Number (see instructions)
RECIPIENT'S name, street address (including apt. no.), day or town, province or state, county and ZIP or foreign postal code		
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Aatrix Rev. 1/10/14

Do Not Staple 6769

Form **1096** **Annual Summary and Transmittal of U.S. Information Returns** OMB No. 1545-0108
 Department of the Treasury Internal Revenue Service **2013**

FILER'S name
 ABC DISTRIBUTION AND SERVICE CORP.

Street address (including room or suite number)
 1525 TECHNOLOGY DRIVE

City or town, province or state, country, and ZIP or foreign postal code
 IRVINE CA 77356 US

Name of person to contact [Redacted] Telephone number 555 111-1212
 Email address SJD Fax number 555 222-1212

1 Employer identification number 43-1111111 2 Social security number [Redacted] 3 Total number of forms 1 4 \$ [Redacted]

6 Enter an "X" in only one box below to indicate the type of form being filed.

W-2G 32	1097-BTC 50	1098 81	1098-C 78	1098-E 84	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 73	1099
<input type="checkbox"/>										
1099-PATR 97	1099-Q 31	1099-R 98	1099-S 75	1099-SA 84	3921 25	3922 26	5498 28	5498-ESA 72	5498-SA 27	
<input type="checkbox"/>										

For Official Use Only

Red Fields

Please complete required RED fields. Enter information and TAB for next RED field.

OK

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature Title Date 10/20/2014

Some agencies do NOT require a 1096 to be submitted with your state 1099 forms. Only send this 1096 to the agency if it is required. If your agency does NOT require a 1096 you can keep this copy for informational purposes to provide totals of your State 1099's. If you have questions about your state requirements please contact the agency.



Click Print Final, then click Next Step.



VOID CORRECTED

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PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE CA 77356 UNITED STATES (555) 111-1212			
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number 111-22-3333	Account Number	2nd TIN not <input type="checkbox"/>
RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code ALLCLIMATE MAINTENANCE 2331 TRINITY DRIVE SUITE 1600 COSTA MESA CA 92626			
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13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$		
15a Section 409A deferrals \$	15b Section 409A income \$		
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$	

2013 Form 1099-MISC Copy C For Payer

VOID CORRECTED

1 Rents \$	2 Royalties \$	3 Other Income \$	
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$	
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE CA 77356 UNITED STATES (555) 111-1212			
PAYER'S federal identification number 43-1111111	RECIPIENT'S identification number	Account Number	2nd TIN not <input type="checkbox"/>
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10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign country or U.S. possession	
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$		
15a Section 409A deferrals \$	15b Section 409A income \$		
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$	

2013 Form 1099-MISC Copy C For Payer

Aatrix Rev. 12/3/13

VOID CORRECTED

1 Rents \$	2 Royalties \$	3 Other Income \$	
4 Federal income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$	
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. ABC DISTRIBUTION AND SERVICE CORP. 1525 TECHNOLOGY DRIVE IRVINE CA 77356 UNITED STATES (555) 111-1212			
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1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Last Completed Actions

Form	Last Completed Action
Recipient 1099	
Federal 1099	Printed on 10/20/2014
State 1099	Printed on 10/20/2014
Payer 1099	Printed on 10/20/2014

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- Reprint Completed 1099s**
Reprint a copy of any 1099 filing that you have already completed.
- eFile or Print Incomplete 1099s**
eFile or print any required 1099 copies you did not process yet.
- Correct Completed 1099s**
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- Start Over**
Clear your past actions and start the 1099 process over again with new data.
- e1099 Password Lookup**
Look up your recipient's password information.