

1099 QuickBooks Desktop

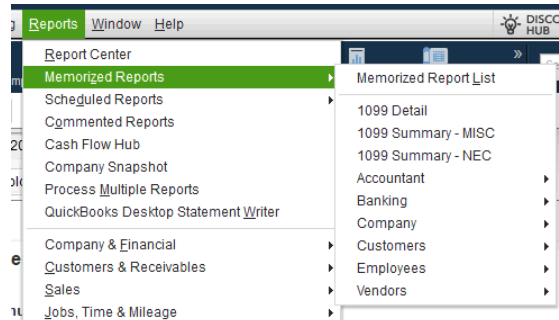
Procedures

A. Desktop Procedure throughout the year

- a. Throughout the year while reconciling bank accounts, review for potential 1099 vendors.
- b. If you feel a vendor requires a 1099, reach out for a copy of the vendors W-9.
- c. Before you receive the W-9, mark the vendor in QuickBooks as eligible for 1099.
 - i. Go to vendors and vendor center
 - ii. Edit the applicable vendor, go to tax settings on the left side and check mark the box "Vendor eligible for 1099"
 - iii. Once you have the Vendor Tax ID number, edit the vendor to add the Tax ID in the same spot as above
- d. Repeat this process throughout the whole year for all 1099 eligible vendors

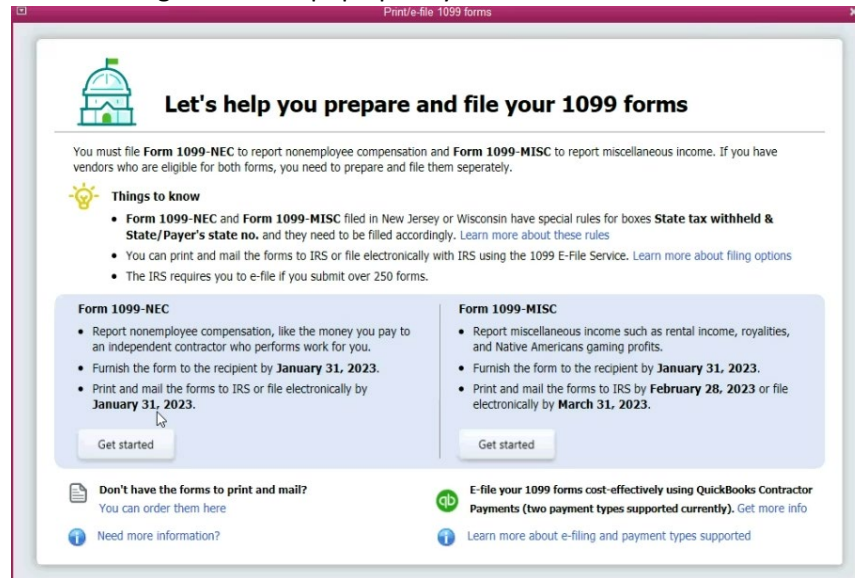
B. 1099 year-end process

- a. Verify there is a phone number under the company profile in QuickBooks
 - i. Go to company, then my company. From here, use the pencil edit icon to add a Main Phone Number.
 1. While in here review the legal name and address. This is what will import into Tax1099.
- b. Print the required reports for your source documents
 - i. NOTE: We recommend memorizing this reports to save for next year



- ii. Go to reports – vendors & payables - 1099 Summary
 1. Review the dates for the correct calendar year
 2. Customize the report
 - a. Click on the advanced button and only display nonzero
 3. Print this report for NEC and MISC
- iii. Go to reports – vendors & payables – 1099 Detail
 1. Customize the report
 - a. Review the dates for the correct calendar year
 - b. You will want to search and add the "Name Address"
 - i. Clear out the following: clr, split, original amount
 2. When printing make sure you print landscape and fit to one page.
 - a. The whole address must be legible.

- iv. Review all three reports printed for accuracy. The two summary reports must match the total of the detail report
- c. Verify the mapping in QuickBooks is set up correctly
 - i. Go to vendors, 1099 forms, then click on print/efile 1099 forms
 - ii. Click yes on pop up screen
 - iii. The following screen will pop up for you

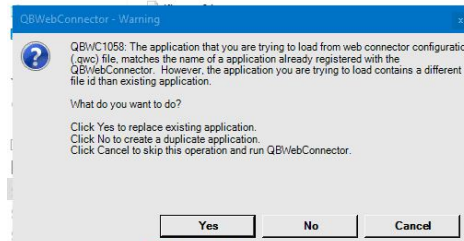


- iv. From here, you will want to decide which form you are working on. Click Get started on either the 1099-NEC or 1099-MISC
- v. 1099 eligible vendors will show up, review the list and uncheck any vendors not applicable. Then continue on.
 1. NOTE: If vendors are not showing up, you must follow the process to mark as eligible.
- vi. Review the list and if all are accurate hit continue
 1. If any information is wrong you will need to edit the vendors in the vendor center.
- vii. Next you will come to the mapping screen. On this screen review the chart of account names and whether they apply to a 1099 box.
 1. After all is correct, continue on.
 2. NOTE: If you are editing 1099-NEC's you will not be able to edit 1099-MISC.
- viii. Review the included and excluded payments to make sure you agree
- ix. Continue through the next screen
 1. On this screen you will want to review the information again for accuracy – then continue on the next screen.
- x. Save & Close
- xi. Either Import 1099 data into Tax1099 or Manually Enter info into Tax1099

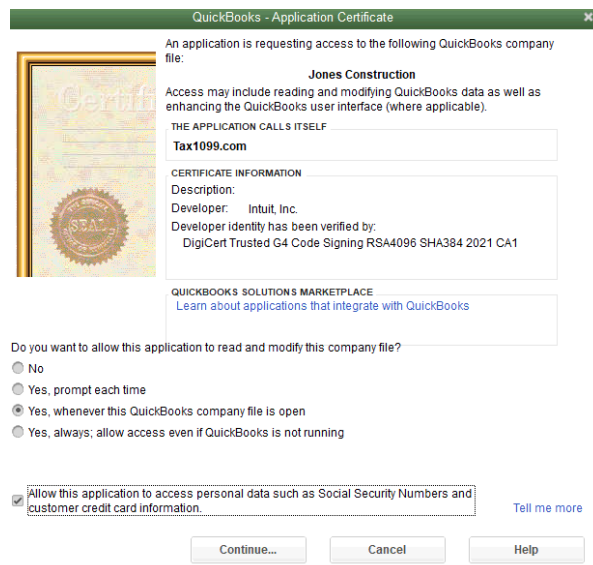
C. Importing into Tax1099

NOTE: You can not import more than one form at a time. You must completely finish the process before moving on.

- a. Login to the QuickBooks Desktop File
- b. Login to Tax1099
 - i. On the left side go to import – QuickBooks Desktop
 1. Exit out of cookies pop up, or click on “I’m an existing client, and I know the process”
 - ii. Select the QuickBooks web connector (2nd one down)
 - iii. On Step 1 you will select the blue download button
 1. Open the folder where the download was saved; do NOT rename the file
 2. Open the downloaded file by double-clicking
 - a. This should be a QWC file
 - b. If you receive a popup stating this is already registered, verify you have no outstanding imports & if you do not, click on Yes



- c. Next popup asks to Authorize New Web Service; click OK
- d. If this is your first import from this QB File, you will then receive a certificate popup
 - i. You will need to check “Yes, whenever this QuickBooks company file is open”
 - ii. Also Click “Allow this app to access personal data”
 - iii. Then continue and done



3. QuickBooks Web Connector should open. Select the box to start the process.
 - a. Enter in your Tax1099 password then -N or -M
 - i. Ex: If importing NEC: Password-N
 - ii. Ex: If importing MISC: Password-M
 - iii. Do Not save the password
 - b. After you entered the password, immediately select Update Selected
 - i. Once completed – verify the application name now matched the QB name.
 - ii. Also verify the status says Ok
4. You will then receive an email from Tax1099 if the import completed. This should only take a minute or less. If you have waited long, the process most likely failed.
5. In the email received you will want to click on the complete process link.
 - a. A list of recipients being uploaded will appear
 - i. Check and verify the color buttons next to each recipient's name are all green (which is "good data")
 - ii. For any that are not green, review and update the information in the excel file and re-import
 - iii. Verify the Total Amount total matches the Auto Sum amount in the excel file, and the row totals equal the number of forms in the excel file.
 - b. Once all color buttons are green, click the Select All checkbox in the upper left of the page and click Next
 - c. A pop-up will appear to verify the number of forms that were added; Click Ok
 - d. Payment & Submission on the Select Forms screen
 - i. Click the Select All box (upper left corner) to choose all recipients
 - ii. Click on the top box for USPS Mail column so all recipients are checked (allow 7-10 days for delivery)
 - iii. Verify scheduled e-filing date (default today/next day)
 - iv. Click Submit for this Payor button at the bottom of page
 - v. A message will pop up, click ok
 - vi. Click on the box next to the "I have reviewed & verified the data for submission", then click ok
 - vii. Follow prompts for payment information required
 - e. If multiple forms (NEC/MISC) repeat the import process for the next set of 1099's until all 1099's are complete.