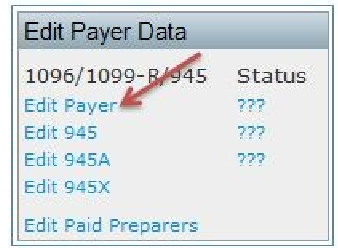
Working with 1099 Form

04/08/2025 8:59 am CDT

How to Manually Enter Payer Data

At the top-left of the "1099-X Plan Year" screen is the "Edit Payer Data" box. By clicking on "Edit Payer", the user will be directed to the "Payer Data" screen where the user is able to edit/update payer data. Most information will be pre-populated from the "Select Plan" screen except for the payer TIN. **Note:** The Payer TIN is the taxpayer's identification number used to pay the 1099/5498 distribution, which is generally different from the Employer's Identification Number (EIN) used on the Form 5500/SF filing.



To update information, simply enter the data. The software will save any changes as entered. Click on "Run Edit Checks" in the upper left-hand side of the "Payer Data" screen to validate data. Invalid fields will highlight in red (will not save) and possible errors will be highlighted in yellow.

Note: To update Company/Payer data, see Edit Company above.

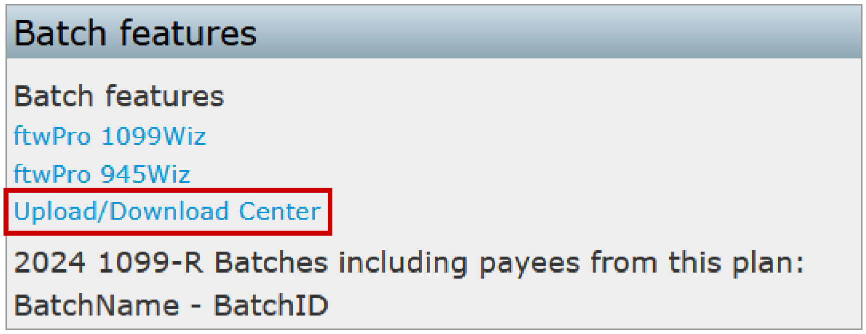
How to Batch Import Payer Taxpayer Identification Numbers (TINs)

For a large number of Payers, Payer TINs and related data can be uploaded in batch mode. Companies and plans must already be set up in the system before proceeding.

> **NOTE:** New users without plans set up can send a list of client EINs to **support@company.com**. Prior year **Form 5500/SF** data from the **Department of Labor (DOL)** can be imported, regardless of the previous vendor (**55AutoFill**). This service will add companies and any filed 5500 plans to the account. To use this free service, email a spreadsheet with all company EINs and include the ftwilliam.com **Company Code**.

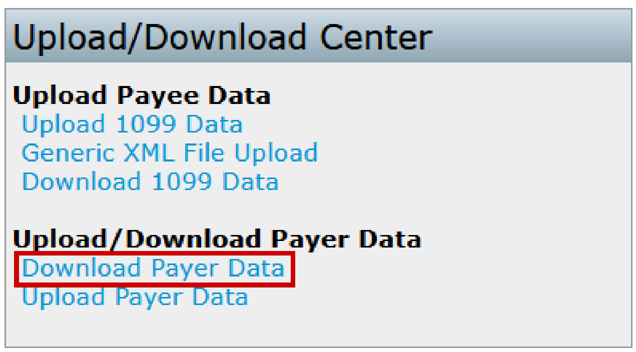
Steps to Download and Upload Payer TINs and Data

- **Step 1: Access the Upload/Download Center**
  Go to **Upload/Download Center** in the **Batch Features** box on the **1099-X - Year** screen.



- **Step 2: Download Payer Data**
  Click **Download Payer Data** under **Upload/Download Payer Data** and save the **.csv** file to the hard drive.
  (Tip: Right-click and select "Save As" or "Save Target As" for a quicker save.)

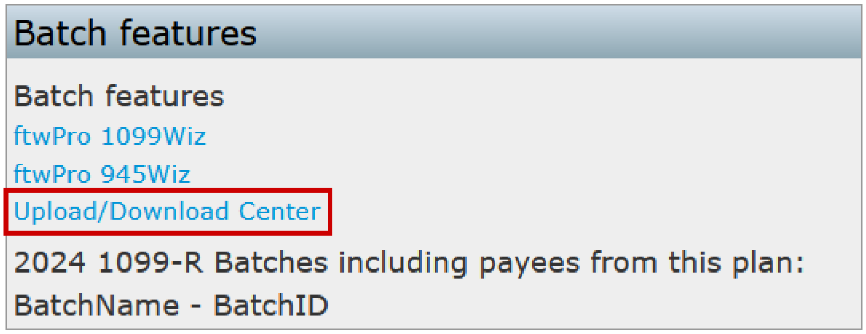
Upload/Download Center - 1099-R



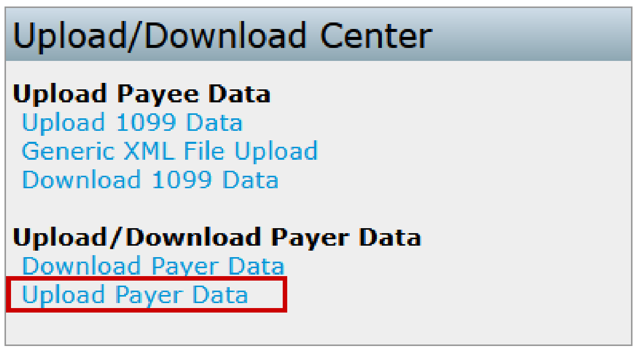
- **Step 3: Open and Review the Spreadsheet**
  Open the spreadsheet, which will list all plans set up in ftwilliam.com.
  - The first two columns are company and plan specific. **DO NOT** alter these columns.
  - The remaining columns include:
    - **PlanName, TrustEIN, PayerNameLine1, PayerAddress, PayerCity, PayerState, PayerZip, PayerPhone, PayerEmail,** etc.

- **Step 4: Update the Data**
  Update the **TrustEIN, Responsible Party,** and **Company Data** as needed. Plans that will not require **1099/5498s** can be removed, but new plans **cannot** be added through this upload. Missing plans must be added manually.

- **Step 5: Upload the Updated File**
  Once updates are complete, save the file and return to the **Upload/Download Center** and select **Upload Payer Data.**



Upload/Download Center - 1099-R



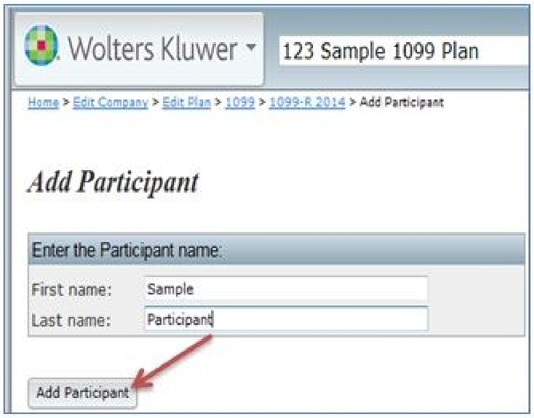
- **Step 6: Select and Submit the File**
  On the **Upload Payer Data** screen, browse for the saved file.
  - If needed, enter the **Number of Rows to Ignore Before Header Row** (defaults to **0**).
  - **Do not** delete column headers.

- **Step 7: Complete the Upload**
  Click **Submit** to upload the file. The total number of Payers added will be displayed.

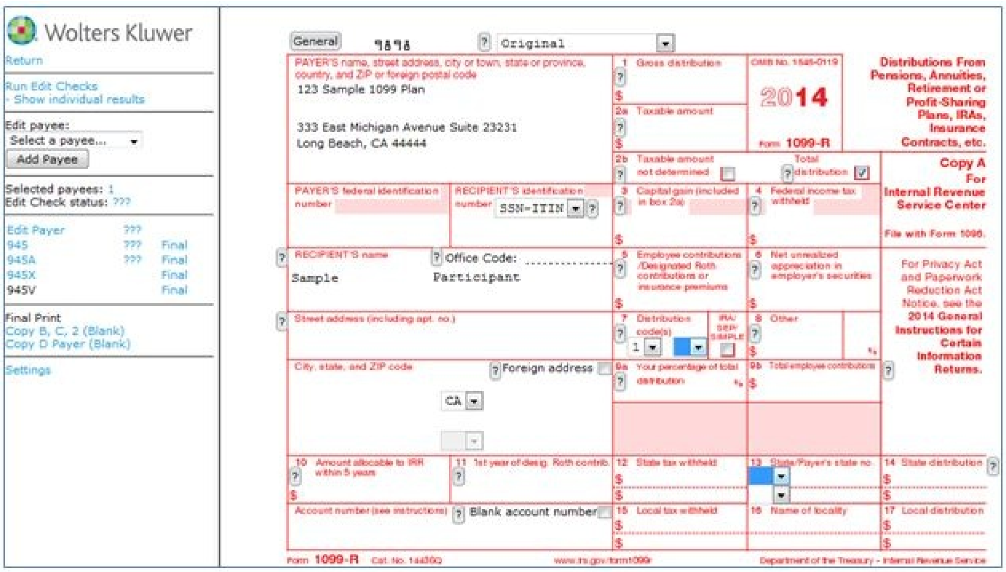
How to manually enter payee/participant data

1. When the user is on the "1099-X - Year" screen, the user would click on "Add Payee" button within the "Edit Payees" box.

2. The user will receive a prompt to enter a Payee's First Name and Last Name. Then, the user will click "Add Participant", then "Click here to return" or "1099-X Year" within the breadcrumb trail.



3. This will direct the user to a draft Copy A for the user to complete. From this screen the user is able to run edit checks, add more Payees, go to the 945, 945-A, 945-X or even print non-Federal final copies.



Below the draft form, the user will have the option to add up to 12 distribution dates and amounts for the payee if those distributions have the same distribution code(s) as on the draft form. This is helpful for completing the Form 945. **Note:** If the payee received multiple distributions, but the distribution codes are not the same, the user will need to complete a 1099 record for each distribution type.

Distribution Date	Distribution Amount	Withheld Amount

The user should run edits checks once the form is complete. See Edit checking below.

Note: The Question Marks

?

on the draft screen are context-sensitive help buttons that reference the IRS instructions. The user should click on them for guidance.

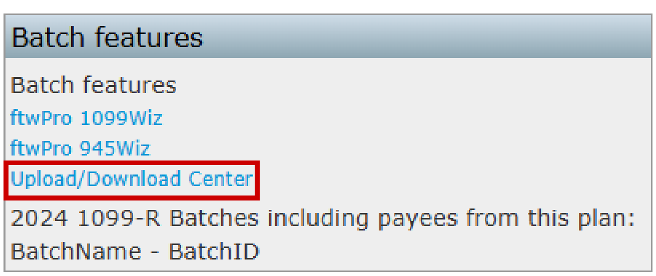
How to batch import payee/participant data

Uploading Payee data in bulk is an efficient way to manage large numbers of Payees. This process is completed through the "Upload/Download Center" and allows for batch uploads, saving time compared to manual entry. There are two different options to upload this information.

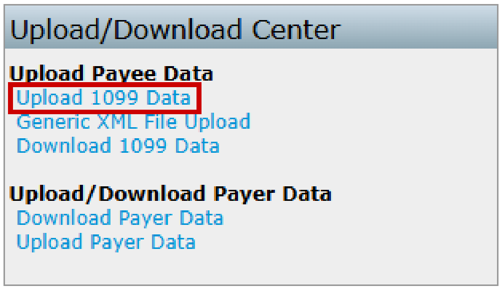
Follow the steps for **Option 1** (Uploading a Spreadsheet) or **Option 2** (Uploading Vendor XML file) to complete the upload for Payees.

Option 1

- Navigate to the **Upload/Download Center** located within the "Batch Features" section on the "Form 1099 - Year" screen.



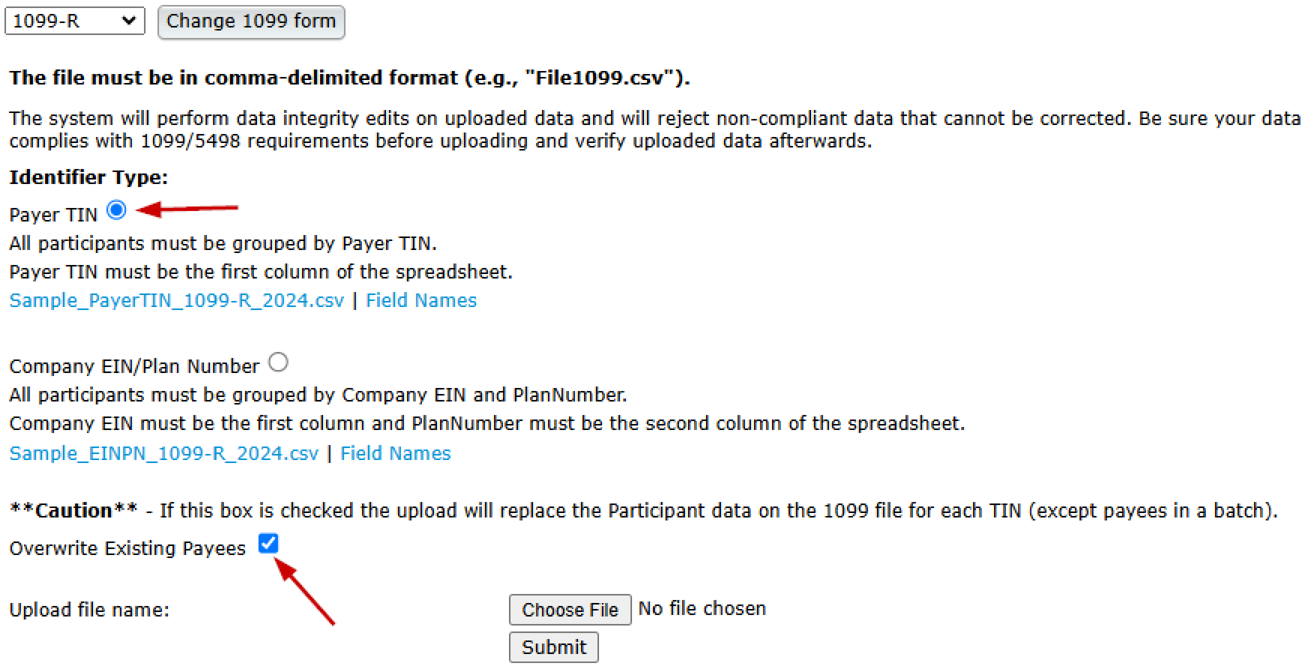
- From the available options under **Upload Payee Data** select **Upload 1099 Data**



- **Select an upload method:**
  - There are <u>**two**</u> methods for uploading data as well as applicable sample templates:
    - **Payer TIN:** Use this method to upload Payees based on the Payer's Taxpayer Identification Number (TIN). This is the traditional approach for most users.
      - For **Payer TIN**, download **"Sample_PayerTIN_1099R_2024.csv."**
    - **Company EIN/Plan Number:** Use this method to upload Payees when multiple plans share the same TIN. This option ensures data accuracy for individual plans.
      - For **EIN/Plan Number**, download **"Sample_EINPN_1099R_2024.csv."**

- The downloaded file serves as a template for entering Payee information:
  - **Enter Payee Data:** Populate the spreadsheet with all necessary data for one or multiple plans, grouped by TIN or EIN/Plan Number (PN).
  - **Follow the Format:** The "Field Names" schema file provides details on how to format the data correctly, including column headers and data requirements.
  - **IND Columns:** Use **0** to leave checkboxes unchecked and **1** to check them.
  - **Additional Distributions:** Up to 12 additional distributions can be included for a Payee using the columns PayDate1–PayDate12, PayAmount1–PayAmount12, and PartWHAmount1–PartWHAmount12.
  - To see a sample upload file for a batch upload of all payees grouped together by the payer's TINs, click here.

> **Note:**
> - Do not delete the column headers.
> - If current payees have been added, the user will be able to override existing payees. If the user does not wish to override existing payees, the user will need to un-check the box before performing the upload.



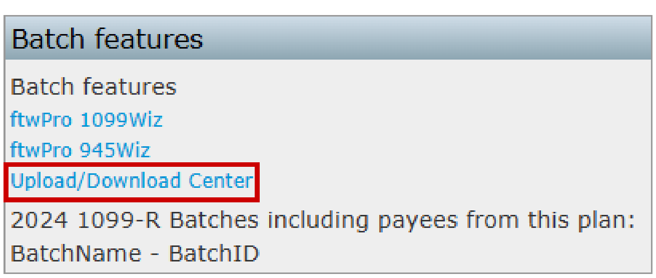
- **Upload the Completed File:**
  - Return to the **"Upload 1099 Data"** section in the Upload Center.
  - Browse for and select the prepared .csv file.
  - Click **"Submit"** to upload the file.

- **Review the Upload Results:**
  - After submission:
    - The results will display the total number of Payees successfully added and highlight any "Bad Data" that requires attention.
    - Verify the uploaded data in the "Edit Payees" dropdown.

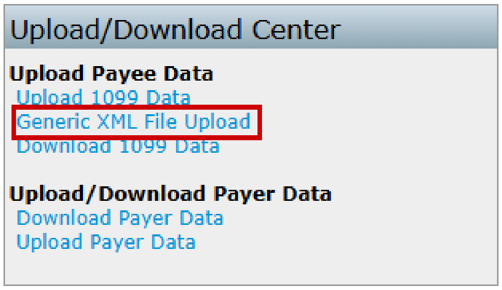
Option 2

> The Generic XML File Upload is primarily used to import data downloaded from another vendor's Software. If you are having trouble with the upload, please contact support@ftwilliam.com.

- Navigate to the **"Upload/Download Center"** located within the "Batch Features" section on the "Form 1099 - Year" screen.



- Under the **Upload Payee Data** select **Generic XML File Upload.**



- Upload the XML File:
  - Click **Browse** and locate the saved .xml file on the computer.
  - Click **Submit** to upload the file.

> Note: The upload will replace any data previously uploaded or manually entered.

- **Review the Upload Results:**
  - Note that "Upload Results" will not provide detailed feedback.
  - Proceed to run edit checks to ensure the uploaded data is accurate.
- **Return to the 1099 Module:**
  - Use the breadcrumb trail to navigate back to **"1099-X Year."**
  - After uploading, verify that all Payees appear in the "Edit Payees" dropdown.

> **Note:** Regardless of method after uploading once uploaded, running edit checks is essential to ensure the accuracy of the uploaded data (see Edit Checking for additional information).

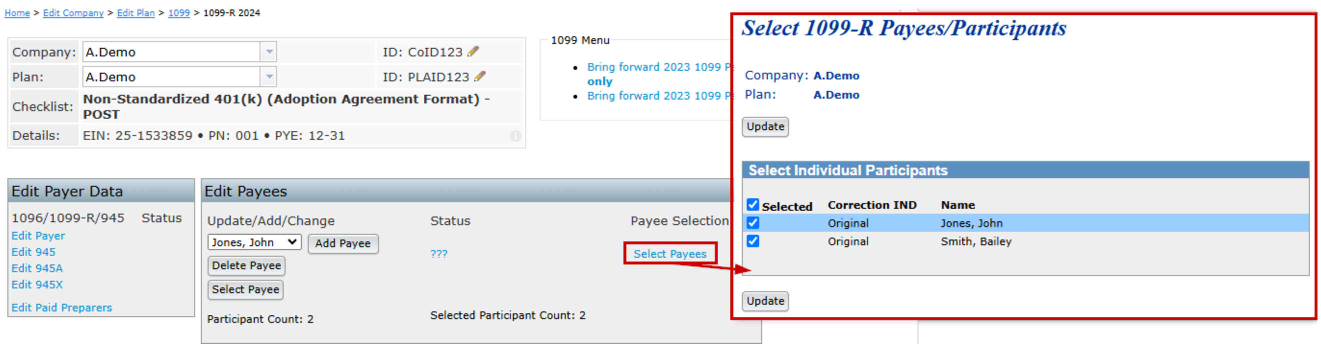
Edit Checking

After entering or uploading Payee data, running edit checks ensures data integrity by identifying errors and warnings. Users can perform edit checks for multiple Payees or an individual Payees by follow the steps below:

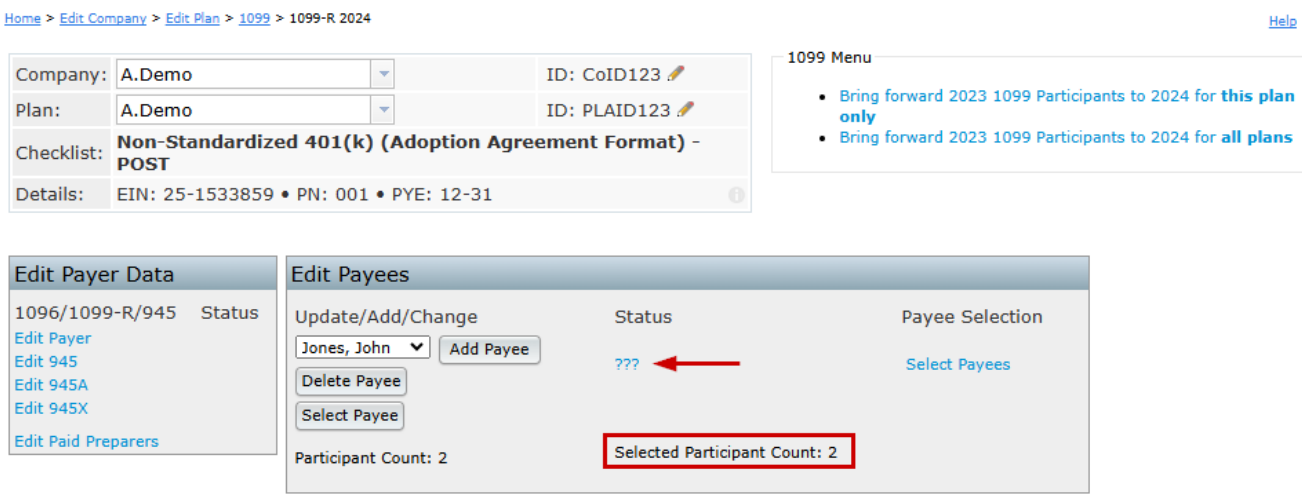
Running Edit Checks for Multiple Payees

- **Select Payees to Edit:**
  - Click **Select Payees** in the **Edit Payees** box.
  - Check the box next to each Payee to include in the edit check.
  - Click **Update** to confirm the selection. The number of selected Payees will display in the **Edit Payees** box.

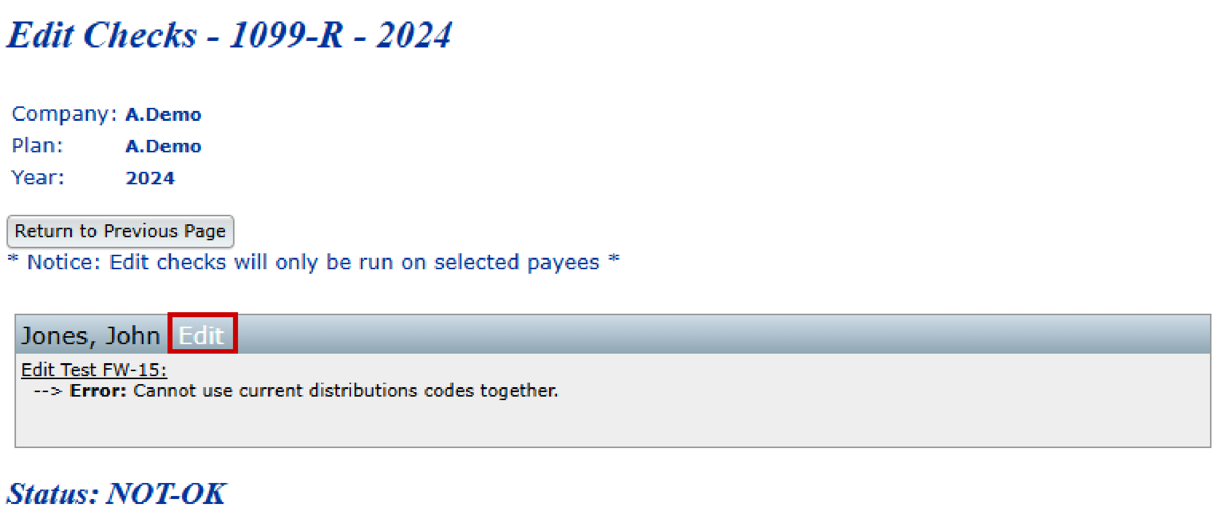
> **Note**: The Selected Participants will automatically default to all payees available unless the plan has been added to a batch. Therefore, the count from **Selected Participant Coun**t and **Participant Counts** may vary.



- **View Errors for Selected Payees:**
  - Click **"???"** or **"NOT-OK"** in the "Status" column.
  - All errors for the selected Payees will be displayed in a list.

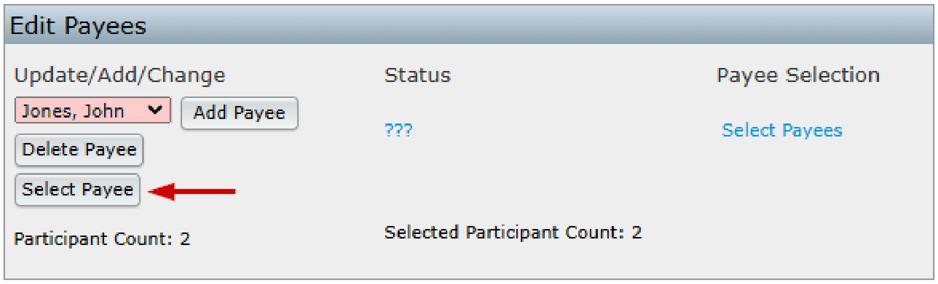


Note: If errors are present, selecting the **Edit** link next to the payees name will open the payee's specific 1099 for editing.



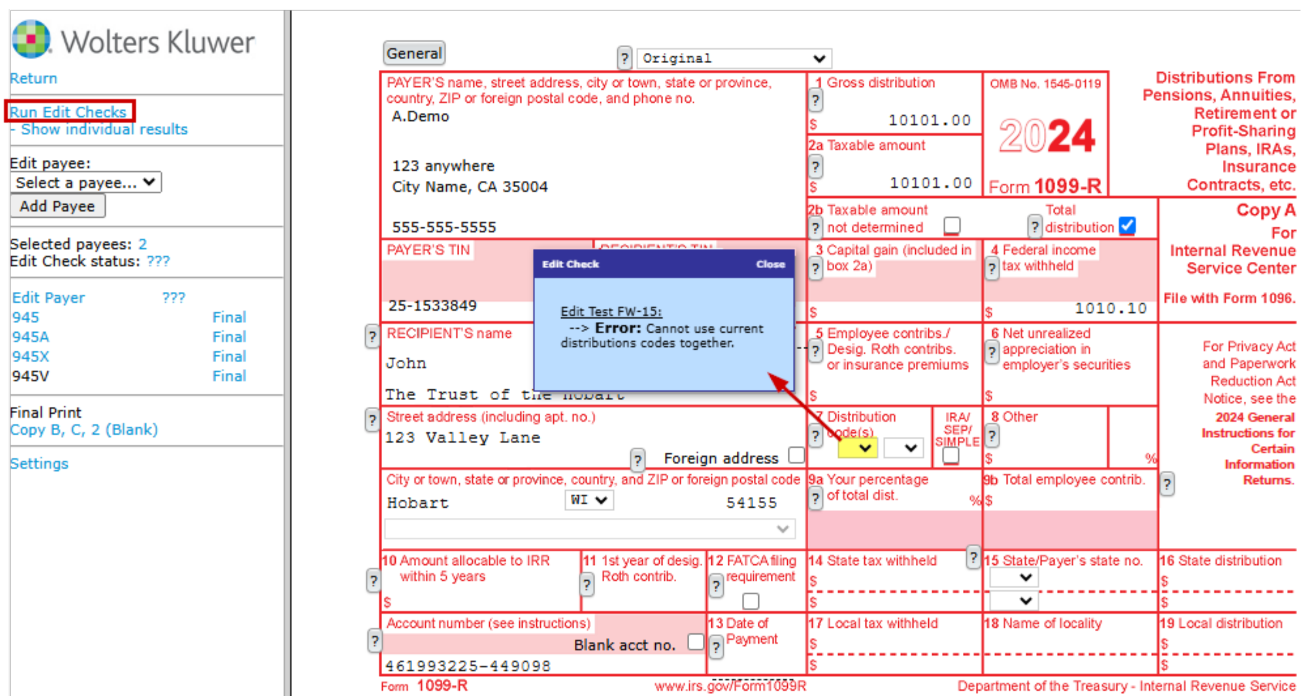
Running Edit Checks for a Single Payee

- **Select an Individual Payee:**
  - Choose the desired Payee from the dropdown menu in the **Edit Payees** box.
  - Click **Select Payee** to open the draft 1099-R for that Payee.



- **Run the Edit Check:**
  - Click **"Run Edit Checks"** on the draft 1099.
  - Any questions on the form that fail the edit check will be highlighted in yellow.

- **Review Issues:**
  - Double-click a yellow-highlighted box to view the reason for the edit check.



Understanding Edit Check Results

Edit checks are split into errors and warnings:

- **Errors:** Errors must be resolved before locking a batch. For example, a missing SSN for a Payee will trigger an error, preventing batch locking until corrected.
- **Warnings:** Warnings will not prevent batch locking but should still be reviewed and addressed as needed.

Once the data has been entered and the edit checks have been run users are ready to print and/or create batches.

Form 945

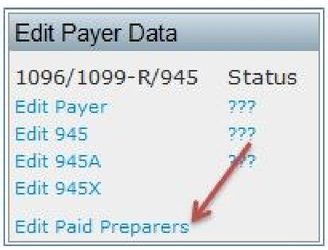
To learn more about the form, refer to the Form 945 Instructions under Purpose of Form 945.

Note: Users are responsible for paper filing the Form 945s; it is not included in the Fulfillment Services offered by ftwilliam.com.

Tip. Companies that use their EIN and not a TIN to file 1099s and to make the Form 945 deposits: If the same EIN is used to file 1099s and to report taxes withheld for multiple plans, then users may file one Form 945. Otherwise, if a separate EIN/TIN is used for each plan, file one Form 945 for each plan.

Top

If users have Paid Preparers working on any of your filings, then users can add a record for them. Click the "Edit Paid Preparers" link under "Edit Payer Data", then click "Add Preparer". Enter the preparer's first and last names and click "Add Preparer". You can then select the preparer and enter the rest of the information for them; make sure to click "Update" to save the data.



Preparing a 945 batch - ftwPro 945Wiz

To prepare Form 945, click on the "Edit 945" link on the left of the screen; this will open the form to allow you to make any required adjustments. You can also add a Paid Preparer, if applicable, by selecting the preparer from the "Add Paid Preparer" drop-down box. To pull data from your already completed 1099s or 5498s, click on "Update Line 1 with Payee total W/H (Sel)" or "All". The first option will bring forward data just from payees that are marked as "Selected"; the second option will bring forward data for all payees under the same plan (i.e. withholding on 1099-R and 1099-Misc).

To learn more about completing Line 1, refer to the Form 945 Instructions for Line 1.

Similarly, users can click on the button above line 7 to autofill the monthly deposits table (only if monthly deposits is selected), or users can click on the button within the 945-A to autofill data entered for semi-weekly deposits.

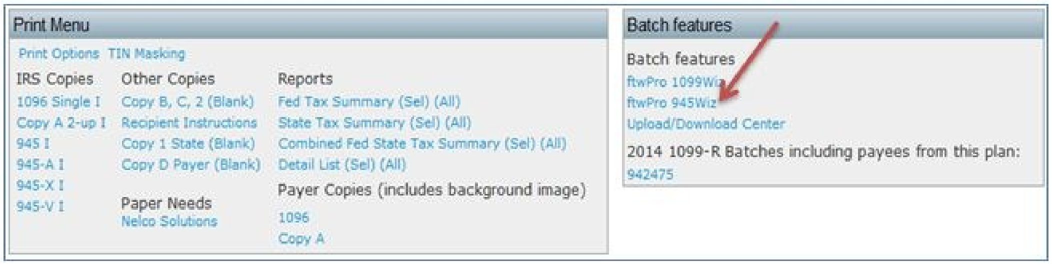
Once your Form 945 is complete users can run edit checks to validate the data. Click on "Run Edit Checks" on the top left-hand side of the screen; any errors will be highlighted in yellow and users can double-click on the yellow area to see the reason for the edit check.

Note: Forms 945A and 945X can be prepared in a similar manner to the above.

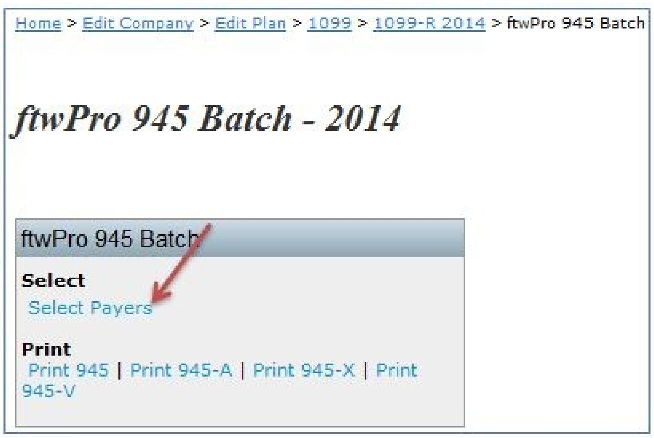
Preparing a 945 batch - ftwPro 945Wiz.

Note: Users are responsible for paper filing the Form 945s; it is not included in the Fulfillment Services offered by ftwilliam.com.

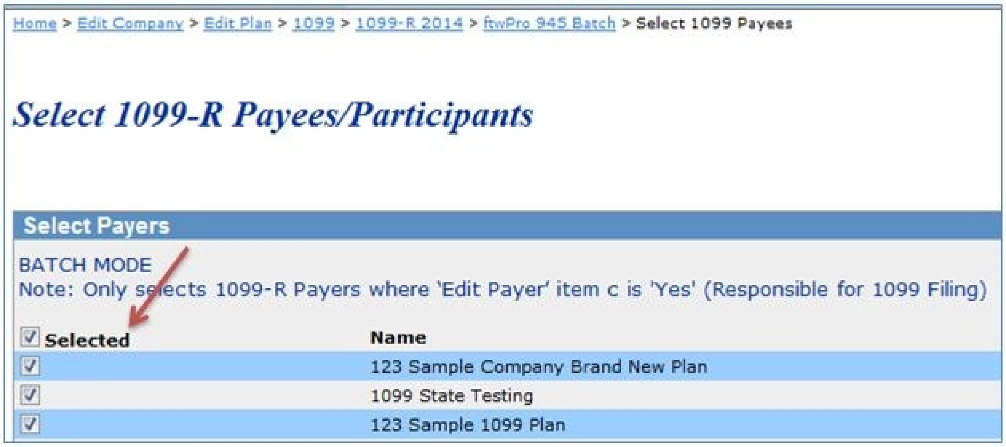
The 'ftwPro 945Wiz' link, located within the "Batch features" box, enables users to print all Form 945s in a single .pdf file.



Click the "Select Payers" link from the "ftwPro 945 Batch - Year" page, then place a check mark next to each of the plans the user wants to include.



If users want to include every plan, place a check mark next to the "Selected" box at the top of the column, as shown in the screen shot below. Next, click "Update" and users will be taken back to the "ftwPro 945 Batch - Year" page. Click on the "Print 945" link to generate a pdf file for all the Payers users have selected.



Accessing and Preparing 1099 Module Forms for Printing

Accessing the Print Features:

The **Print Menu** on the main **"Form 1099 - Year"** screen is where users select printing options and print forms. This menu is organized into three columns: **IRS Copies**, **Other Copies**, and **Reports**.

Selecting Payees for Printing

- **Payee Selection:**
  Only Payees selected under **"Select Payees"** in the "Edit Payees" box will be included in the print job.
  - If fewer Payees are selected than the total participant count, not all Payee copies will be printed.

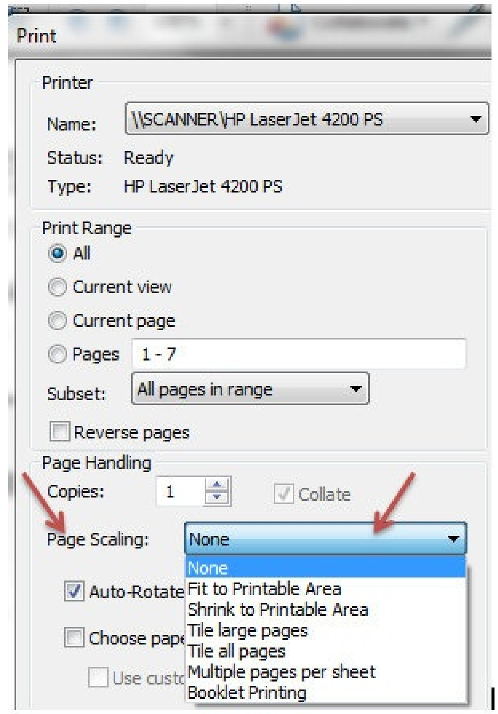
- **Printing and Mailing Forms:**
  If forms will be printed and mailed by the user, access the **Print Menu** on the main **1099-X - Year** screen. Alternatively, users can utilize the ftwilliam.com **Fulfillment Service.** for printing, mailing, and e-filing.

- **Ordering Special Paper:**
  If printing is handled in-house, specialized paper is required for different copies. For paper needs, Nelco Solutions is recommended.

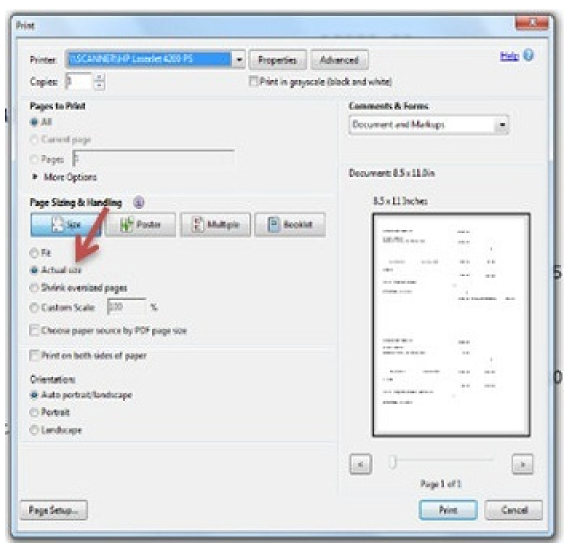
Aligning Print Settings

Before printing **Form 1096** and **Copy A**, ensure proper alignment by setting up Acrobat correctly:

- **Adjust Print Scaling:**
  - Click the printer icon in the Acrobat toolbar (below the main browser toolbar).
  - Under **Page Handling**, set **Page Scaling** to **None** (default is often "Fit to Page," which shrinks the form to 94%).
  - Confirm the zoom in the **Preview** section is at 100%.



- **Alternative Option:**
  - If the **Page Scaling** option outlined above is unavailable, select **Actual Size** and perform a test print on blank paper.
  - Hold the printed test against the red Copy 1096 form to verify alignment.



- **For Firefox Users:**
  - If **Page Scaling** options are not visible, refer to the provided instructional recording for guidance.

Additional Menu Features

At the top of the **Print Menu**, two links offer further customization:

- **Print Options:**
  - Adjust print margins to ensure alignment with Copy 1096 and Copy A.
  - Test print on blank paper and compare against the special red paper before final printing. Adjust margins as needed within **Print Options**.

- **TIN Masking:**
  - Enable TIN Masking (hides all but the last 4 digits of the Payee's SSN) for **Other Copies** (Copy B, Copy C, and Copy 2).
  - **Note**: Only **Designated Admin Users** can enable global TIN Masking.

Printing Form 1096

Users need to print these returns on '1-up' Preprinted paper. This is obtainable from Nelco Solutions, a vendor that ftwilliam.com works with. Users should feel free to use other vendors. Before printing copies of Form 1096 it is necessary to check the printer. Every printer is different and it's important that the printer is aligned correctly before users begin to print multiple forms. First, ftwilliam.com suggests reviewing Aligning Your Printing above.

Then, users should click on the "1096 Single", in the "Print Menu" box. This will produce a blank Form 1096 just containing the payer data. It is a good idea to test print on blank paper and hold it up to the special red paper for the Copy 1096 before actually printing on the special red paper. Users can make adjustment in "Print Options" until the alignment is correct.

Printing Copies of Form 1099

Users can print copies of Form 1099-R for the payee (Copy C), and for filing with state (Copy 2) and federal (Copy B) taxes. Users should print these on '3-up' blank perforated paper. Click on "Copy B/C/2 (Blank)". Put the '3-up' blank perforated paper in the printer and print the copies. Users should also print the Recipient Instructions, either on the back or separately, and mail with the Copy B/C/2.

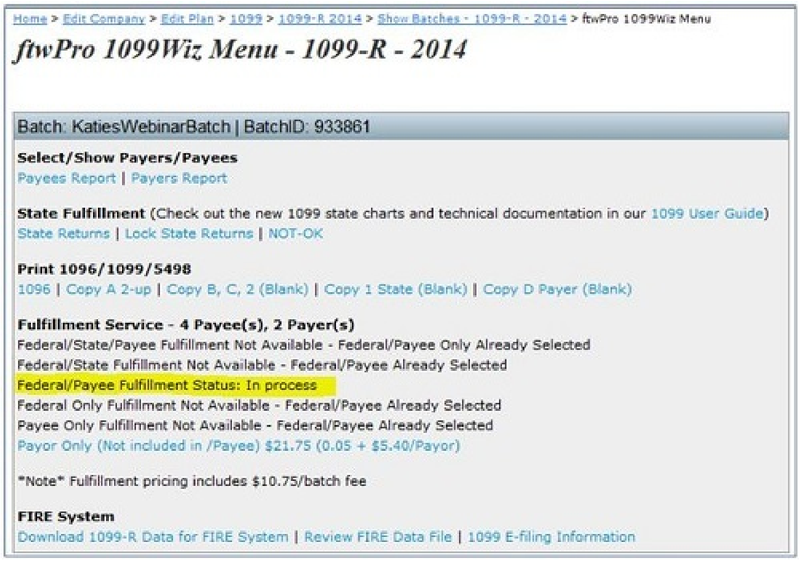
Note: Copy 1 will not be available unless users have entered a state in box 15 of the draft 1099-R within the "Edit Payees" box. Also, when users click to print a final form, account numbers will automatically be added to the form if they have not already been added by the user.

ftwilliam.com's fulfillment service

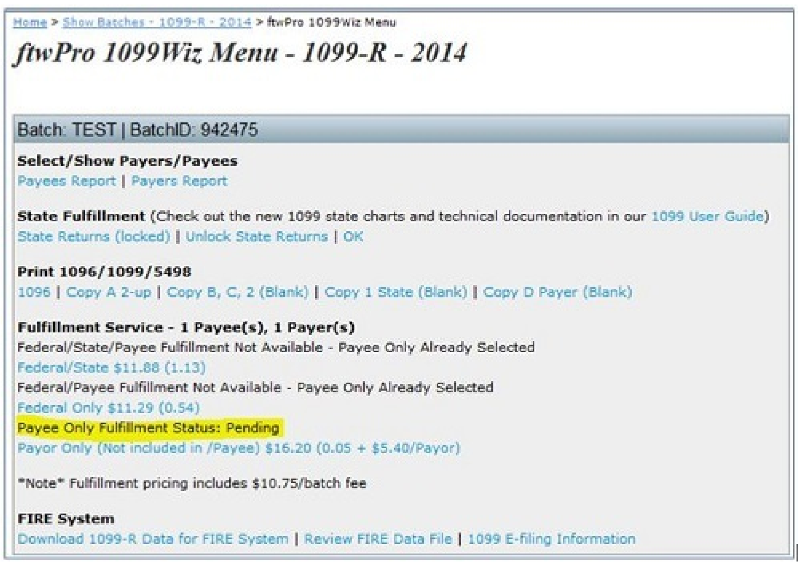
Note Fulfillment pricing includes batch fees, click here for more information.

Options for fulfillment:

- Federal/State/Payee Fulfillment - If selected, users will not be able to select other options, aside from "Payor Only" as a separate batch fee.
- Federal/State Fulfillment - If selected, users will not be able to select other options, aside from "Payor Only" as a separate batch fee.
- Federal/Payee - If selected, users will not be able to select other options, aside from "Payor Only" as a separate batch fee.



- Federal Only - If selected, users will have the option to select "Payee Only" and "Payor Only" as separate batch fees.
- Payee Only - If selected, users will have the option to select "Federal Only" and "Payor Only" as separate batch fees.



- Payor Only (Not included in/Payee) - Services Discontinued after Dec. 2023 as the IRS no longer offers Payor copies of the forms offered on ftwilliam.com.

Once the user clicks on a link above, the user will see a warning similar to the following:

> **Once you click on this link your account will be charged $X (plus applicable sales & use tax) and we will immediately begin fulfilling your request. As a result ftwilliam.com/CCH INCORPORATED will incur substantial costs for postage and handling.**
>
> THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AND NO CREDITS OR REFUNDS CAN BE GIVEN. **FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LINK BELOW YOU HEREBY AGREE TO THE FOREGOING.**

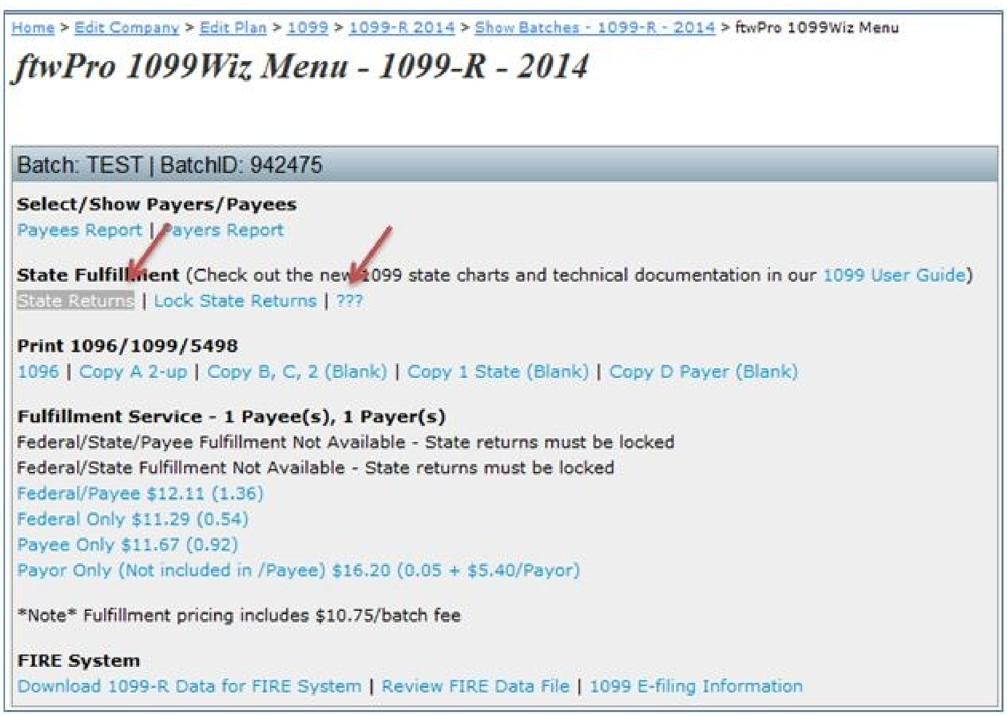
> Please be aware that by clicking the link you authorize ftwilliam.com/CCH INCORPORATED to electronically file the Form 1099 on behalf of the payer (or other person required to file). ftwilliam.com/CCH INCORPORATED, as an authorized agent, does not relieve the payer of the responsibility for filing correct, complete and timely information returns. Further, it will not relieve the payer of any penalties for not complying with those requirements.
>
> ftwilliam.com/CCH INCORPORATED grants no implied warranties, including without limitation, warranties of merchantability or of fitness for a particular purpose. ftwilliam.com/CCH INCORPORATED is not liable for any lost profits or any claim against the filer by any party. In no event is ftwilliam.com/CCH INCORPORATED liable for consequential damages, even if ftwilliam.com/CCH INCORPORATED had been advised of the possibility of such damages.
>
> The filer is advised to retain a copy of Form 1099 and any supporting material. A copy of Form 1099 is available from ftwilliam.com.
>
> **IMPORTANT NOTICE:** Once you submit your returns, they are processed through an automated system. We cannot make any changes to your forms once they are submitted.

If the user does not wish to continue, the user should click "Return Without Fulfillment".

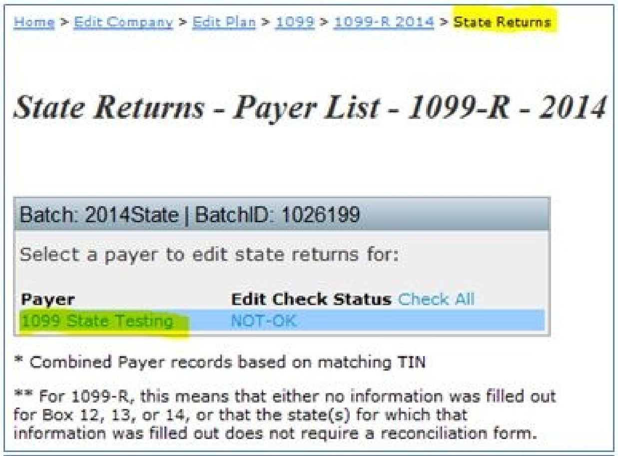
To continue and process fulfillment, the user should click "Fulfill [fulfillment type] Information for [batch name]".

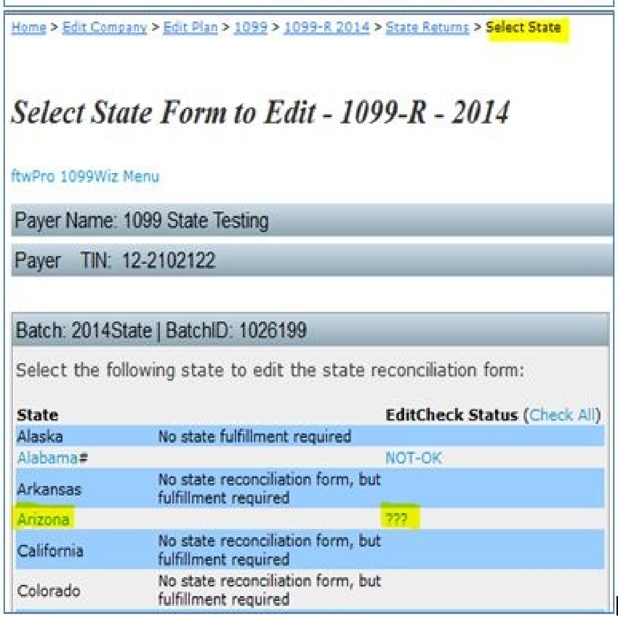
ftwilliam.com's state fulfillment service

Depending upon the state entered in the applicable payee fields on the draft 1099, additional information may be required for fulfillment and/or fulfillment may not be an option. Click on "State Returns" within a batch to edit the state data required. The ftwilliam.com state fulfillment consists only of e-filing (see more details Here). ftwilliam.com does not send state paper statements nor does the system handle state corrections.



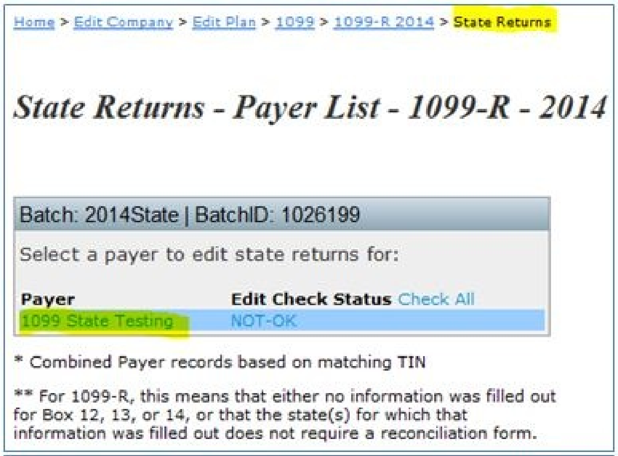
After clicking on 'State Returns', the user will be directed to the "State Returns" screen. On this screen, users will see a clickable link for each Payer(s) within the batch. The user will click on one Payer at a time to be directed to the "Select State" screen where the user will click on the state links that have reconciliation forms requesting more data.

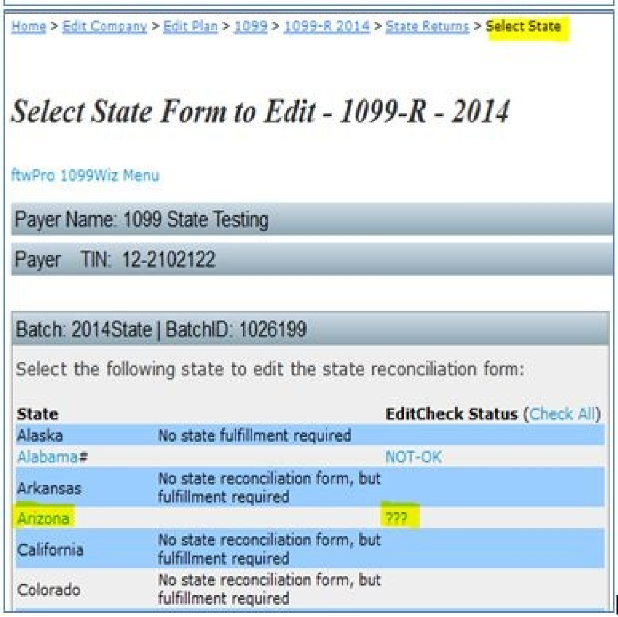




In order to lock a batch for submission, all of the included state reconciliation forms must pass edit checks.

If the user wishes to use fulfillment for both state and federal filings, both the federal and state returns must be locked.





1099 State Help: SmartCharts and technical documents

Here are some links to helpful documentation:

- State Reconciliation Form Chart - View a 1099 State Reconciliation Form Chart that shows which 1099 forms need to be processed for which state. (States that do not require fulfillment will not appear on the chart.)
- 1099 State Technical Info - This is a document that explains why states are involved with 1099 forms and other technical information.
- **Wolters Kluwer's Smart Chart "State Pension Distribution Withholding and Reporting Compare"** - Free access to Wolters Kluwer's "State Pension Distribution Withholding and Reporting Compare" Smart Chart (see below).

Wolters Kluwer's Smart Chart "State Pension Distribution Withholding and Reporting Compare"

Access the Smart Chart at no charge here. The chart provides succinct summaries of state and federal laws, regulations and state agency issuances, that govern the withholding and reporting requirements related to pension distributions. Choose the state(s) that apply to your plans then choose from all or a selection of the withholding and reporting topics and then instantly compare multiple states' laws on that subject in a convenient chart format. Results, displayed in an intuitive matrix. Fifty-two jurisdictions plus federal are included.

Click here to see a short demo of how the Smart Charts work in general. It will help users navigate the chart and see all the possible features.

Please note that the link to the Smart Chart will only work when accessed from within www.ftwilliam.com since it is only intended for use by ftwilliam.com customers.

Checking on your fulfillment - Completion Dates

Once a batch has been sent for fulfillment, users can view the completion status from the "Show Batches" screen. See below for information related to each heading on that page:

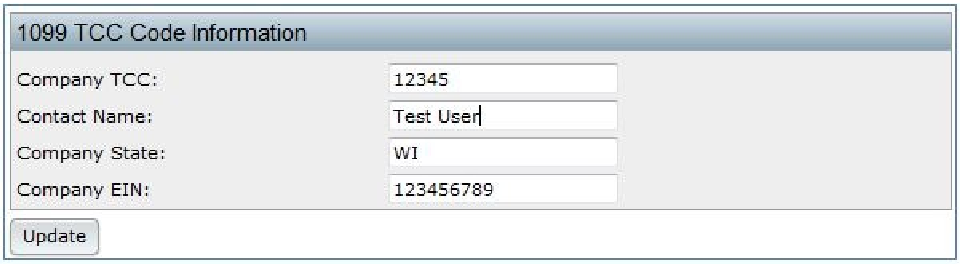
- **Payer Completion Date**
    - This column will update to "Pending" when the Payer Only option is selected for fulfillment.
    - During busy seasons, the batch will update from pending to "In Process" within 1-2 business days.
    - A completion date will be entered once all Payers within the batch have been printed and mailed. This typically takes 4-5 business days.
- **Payee Completion Date**
    - This column will update to "Pending" when any one of the Payee options has been selected for fulfillment.
    - During busy seasons, the batch will update from pending to "In Process" within 1-2 business days.
    - A completion date will be entered once all Payees within the batch have been printed and mailed. This typically takes 4-5 business days.
- **E-File Completion Date**
    - This column will update to "Pending" when any one of the Federal/State options has been selected for fulfillment.
    - During busy seasons, the batch will update from pending to "In Process" within 1-2 business days.
    - A completion date will be entered once all Federal/State data within the batch has been given a "GOOD" status from the IRS. This typically takes 4-5 business days.
- **Quick Reference - What do the colors mean?**
    - **Pending**: We have received your request for fulfillment.
    - **In process**: Your batch has been submitted to the IRS. Note: It is normal for a batch to still be 'In process' after the filing deadline while the IRS examines all submissions.
    - **Rejected**: This is a rare occurrence and you will need to contact support@ftwilliam.com to check on your batch status.
    - **Completed**: We have received confirmation from the IRS that all submissions are 'GOOD'.
        - **Completed**: There are rare occasions when a filing marked for Federal and State fulfillment receives a rejection from the state. In this case the batch has completed and has made its way to both the IRS and the individual state, but the state has found an issue that needs to be resolved. Contact support@ftwilliam.com to gain additional details.

Preparing a .txt file for the FIRE website

Users can download files from ftwilliam.com for upload into the FIRE system. Note that for 8955-SSA forms each filing is uploaded separately - that is not the case for 1099s as user can upload the .txt files in a batch.

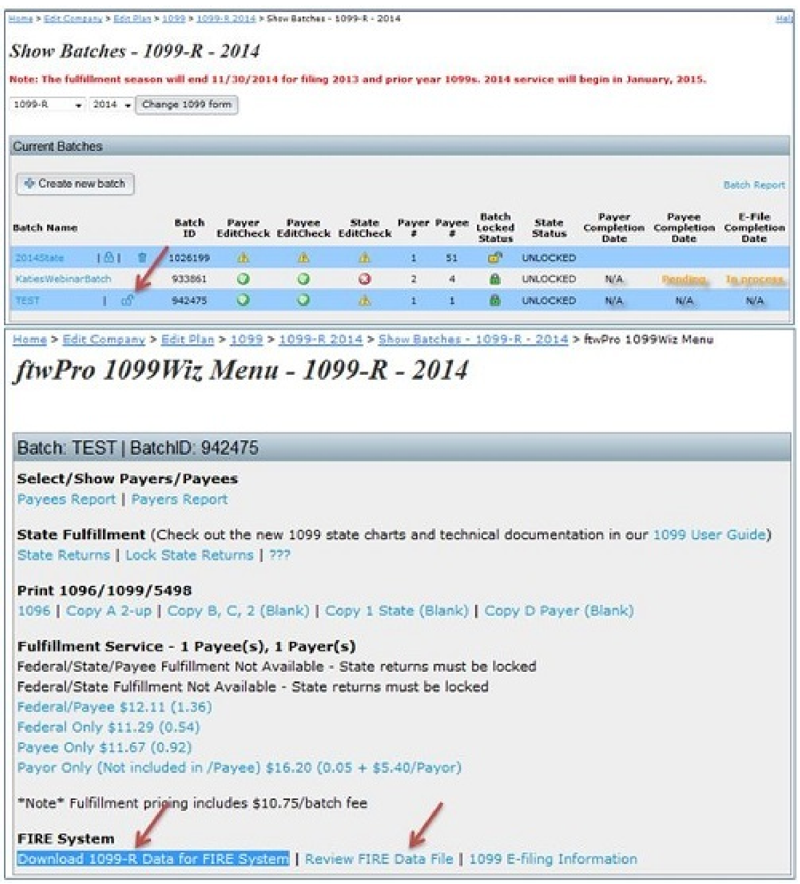
Before users are able to download .txt files, users must obtain a Transmitter Control Code (TCC) from the IRS to file on the FIRE system specifically for the 1099s. This is a 5-digit code and users will need to complete an IR Application to apply for one.

If users have a TCC code, or once users receive a TCC Code, the Master Admin user for the account will be able to update the account by navigating to the WK Logo > Administrative Tasks > Account Profile to update the "1099 TCC Code Information" box at the bottom of the screen. Be sure to click "Update" to save changes.



After the TCC Code is on file, users will need to prepare a batch and lock the batch. Once the batch is locked, users should click on the batch name in order to view the "Download Data for FIRE system" found below the "FIRE System" section. Clicking on the "Download Data for FIRE system" link will produce a text file (.txt) that users should save to the user's hard drive. Users will take the file(s) to the IRS website to upload to complete the Federal e-filing.

Review FIRE Data File: Users can re-upload the .txt file downloaded to test and confirm the data downloaded.

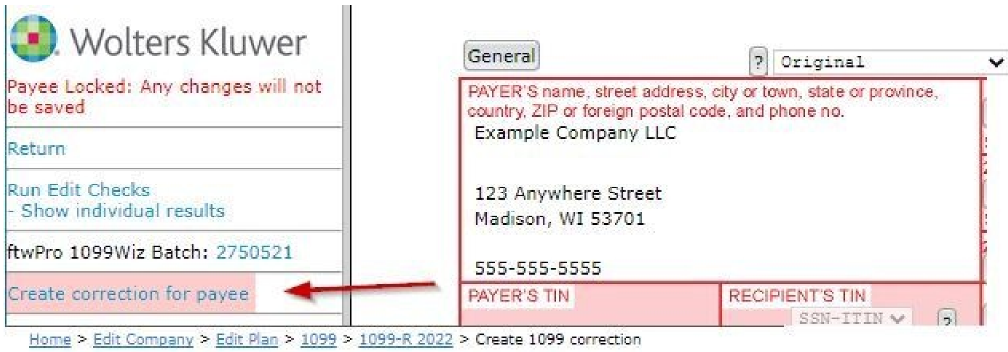


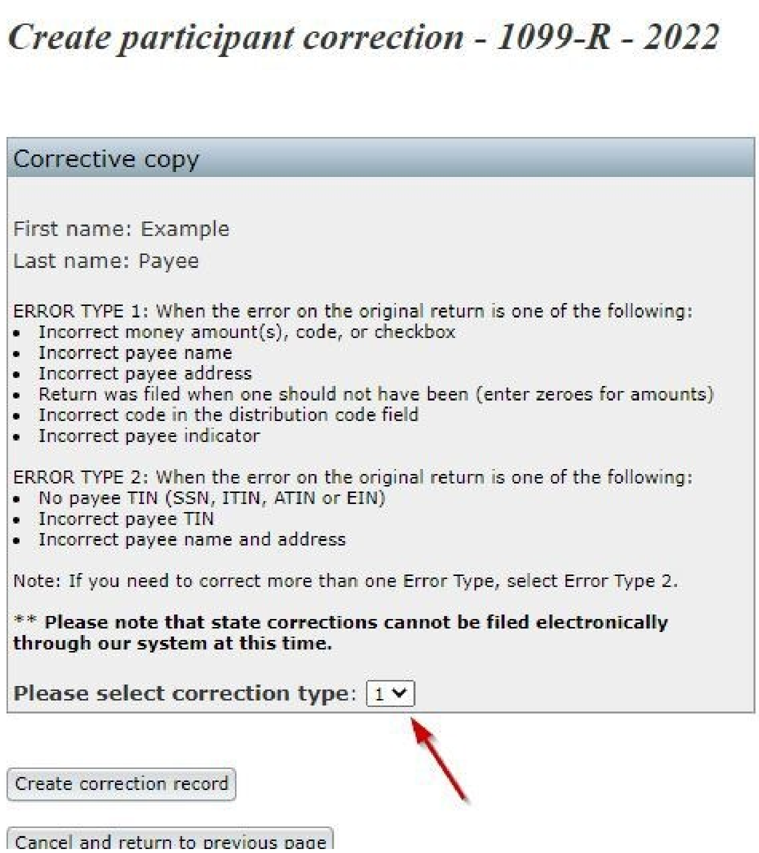
Corrections for batch submitted forms

- **Corrections for payees in a locked batch if:**

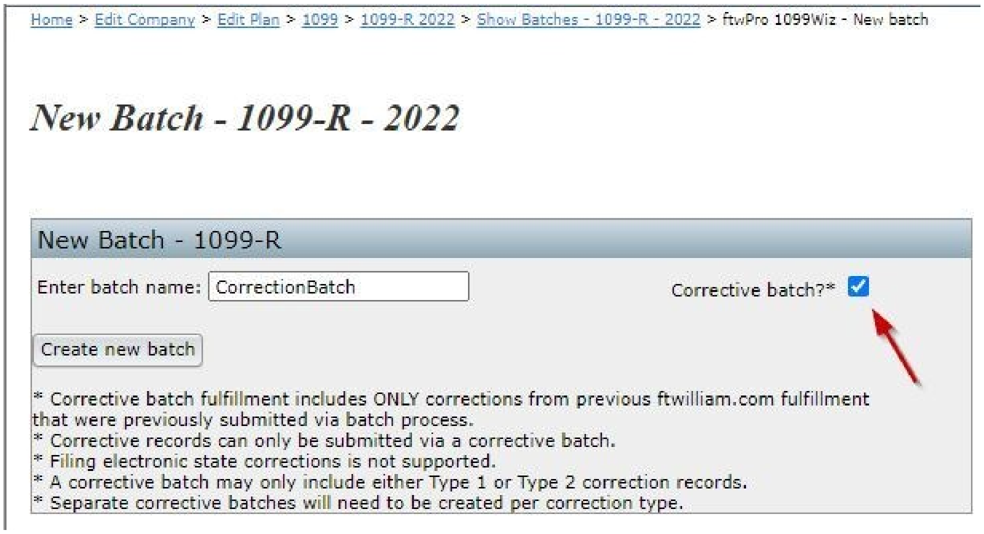
- Originals done via ftw fulfillment

  To prepare a correction in the ftw system, users would select the company/plan in the system, click on "1099" to select the Form Type and Year before clicking on "OK". Users will be directed to the 1099 Module where the user would select the payee from the drop-down list within the "Edit Payees" box to be corrected. On the left-hand side of the pane, users would click on "Create correction for payee". For the "Please select correction type:", select Error Type 1 or 2 and click on "Create corrective record".



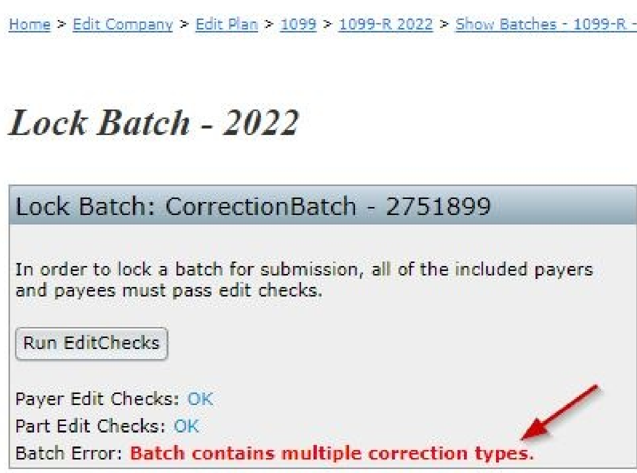


  A new 1099 record will be created in which the user can enter the correct data for the payee. After the payee has been corrected, then the user can create the corrective batch by going to the "ftwPro 1099Wiz". Make sure to check the box in the upper right-hand corner when naming your batch that it is a "Corrective batch?*". Users will only be able to select those payees that are corrections.



Please Note: Only one correction type may be added to a batch. If both Type 1 and Type 2 corrections need to be submitted, each correction type will need to be added to separate Corrective Batches.

Users will have to run the edit checks for the corrective batch before users can lock the batch and submit for fulfillment. If correction types 1 and 2 are added to the same batch, the system will provide an error in place of the lock option. The correction types will need to be seperated to proceed.



ftwilliam.com does not offer a corrective service for state fulfillment.

- Batch was locked for batch printing

  Users would unlock the batch and follow the IRS instructions. Note: The process to correct will depend upon whether the Payee has a Type 1 or a Type 2 error being corrected.
- Batch was locked to download a .txt FIRE file

  Users would unlock the batch, remove the payee(s) that need correction, and follow the IRS instructions. **Note:** The process to correct will depend upon whether Payees have a Type 1 or a Type 2 error being corrected. Users would have to create a new corrective batch just for the payee(s) that need corrections if users are downloading a .txt file for FIRE. Type 2 error would have two batches: one for the corrective record and one for the new original record.

HINT. Selecting a "First Correction" from the drop-down list indicates a Type 1 error and selecting a "Second Correction" from the drop-down list indicates a Type 2 error.

Correction for Payer TIN

- **Correction for Payer TIN**
  Note that if users have reported information for an incorrect Payer TIN, that the Payer TIN should be corrected via a letter to the IRS; see the IRS instructions for details. New for 2014 and current, users will be able to go back into "Edit Payer" to update any incorrect data, even if the Payer was in a locked batch.

  Reporting incorrect payer name and/or TIN. Top
  If a payer discovers an error in reporting the payer (not recipient) name and/or TIN, write a letter containing the following information:

  1. Name and address of the payer
  2. Type of error (including the incorrect payer name/TIN that was reported)
  3. Tax year
  4. Payer TIN
  5. Transmitter Control Code (TCC)

  - If the ftw fulfillment service had been utilized, use
    - "52202" for corrections during 01/05/2012 - 05/06/2013;
    - "92966" for corrections during 05/07/2013 - 03/18/2014;
    - "92C28" for corrections during 03/19/2014 - 03/24/2015;
    - "92H42" for corrections during 03/25/2015 - 04/04/2016;
    - "92H96" for corrections during 04/05/2016 - 03/22/2017;
    - "92C28" for corrections during 03/23/2017 - 03/12/2018;
    - "92H42" for corrections during 03/13/2018 - 03/05/2019;
    - "92C28" for corrections during 03/06/2019 - 03/15/2020;
    - "92H42" for corrections during 03/16/2020 - 02/10/2021;
    - "92H96" for corrections during 02/11/2021 - 02/09/2022;
    - "92C28" for corrections during 02/10/2022 - 02/01/2023;
    - "92H42" for corrections during 02/02/2023 - 10/03/2023;
    - "92H96" for corrections during 10/04/2023 - 01/29/2024;
    - "92C28" for corrections during 01/30/2024 - 04/12/2024;
    - "92H42" for corrections during 04/13/2024 - 1/29/2025; and
    - "92H96" for corrections during 01/30/2025 - Present
- Type of return
- Number of payees
- Filing method (paper or electronic)
- Was federal income tax withheld?

Send the letter to Internal Revenue Service, Information Returns Branch, 230 Murall Drive, Mail Stop 4360, Kearneysville, WV 25430.

If a payer realizes duplicate reporting or a large percentage of incorrect information has been filed, contact the information reporting customer service site at 1-866-455-7438 for further instructions.

Note: You will also need to furnish a letter/statement to the recipient(s) with the updated payer information.

Copying Data From a Prior Year

This is a simple process if the user used the ftwilliam.com 1099 software during the previous year:

1. Select the 1099 software for the previous year's filing;
2. Click on the "Upload/Download Center" under the "Batch features" box;
3. Click on "Download 1099 Data";
4. Click on "Select Payers";
5. Check the boxes for the Payers that will be uploaded into the current plan year, click update, click "Download 1099 data" within the breadcrumb;
6. Click "Download 1099 Data" to download the data, save file;
7. Update this file for changes (remove payees that are not applicable, update addresses and amounts, etc.). Ensure column names, etc are not being changed;
8. Click on 1099 within the breadcrumb and select the current plan year;
9. Click on "Upload/Download Center" under the "Batch features" box;
10. Click on "Upload 1099 Data";
11. Verify that the "Payer TIN" option is selected;
12. Users may want to review the "Field Names" file to see if there is new data to enter for the new year and to verify column headers are accurate; and
13. Browse for the saved file, enter zero for Number of rows to ignore before header row, if users have not added rows above the header rows, and click "Submit". The system will perform data integrity edits on uploaded data and will reject non-compliant data that cannot be corrected. Be sure data complies with 1099/5498 requirements before uploading and verify uploaded data afterwards.

NOTE: This document is intended for informational purposes only and does not constitute legal or tax advice.

Rolling over data from a prior year

A newer feature available for the 2014 and current 1099-Rs. Similar to the 5500 Module, the 1099-R Module is now able to "Bring forward [prior year] 1099 Participants for this plan only". Master and Designated Admin Users also have the option to "Bring forward [prior year] 1099 Participants for all plans". The data that is pulled forward is limited to basic Payee data, such as Payee Name, Address, Account Number and Distribution Code. No values will be brought forward as they are subject to change from year to year.

A list of Foreign County Codes

If you have a foreign address, the following are acceptable country codes:

CODE	COUNTRY
AF	Afghanistan
AX	Aland Islands
AL	Albania
DZ	Algeria
AS	American Samoa
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda
BT	Bhutan
BO	Bolivia
BQ	Bonaire, Saint Eustatius and Saba
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil
IO	British Indian Ocean Territory
BN	Brunei Darussalam

BG	Bulgaria
BF	Burkina Faso
BI	Burundi
KH	Cambodia
CM	Cameroon
CA	Canada
CV	Cape Verde
KY	Cayman Islands
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros
CG	Congo
CD	Congo, Democratic Republic of the
CK	Cook Islands
CR	Costa Rica
CI	Cote D'Ivoire (Ivory Coast)
HR	Croatia
CU	Cuba
CW	Curacao
CY	Cyprus
CZ	Czech Republic
DK	Denmark
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
ET	Ethiopia
FK	Falkland Islands (Malvinas)
FO	Faroe Islands
FM	Federated States of Micronesia
FJ	Fiji
FI	Finland
FR	France
GF	French Guiana
PF	French Polynesia

TF	French Southern Territories
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar
GR	Greece
GL	Greenland
GD	Grenada
GP	Guadeloupe
GU	Guam
GT	Guatemala
GG	Guernsey
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HM	Heard Island and McDonald Islands
VA	Holy See (Vatican City State)
HN	Honduras
HK	Hong Kong
HU	Hungary
IS	Iceland
IN	India
ID	Indonesia
IR	Iran
IQ	Iraq
IE	Ireland
IM	Isle of Man
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JE	Jersey
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KP	Korea, Democratic People's Republic of (North)
KR	Korea, Republic of (South)
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia

LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libyan Arab Jamahiriya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao
MK	Macedonia
MG	Madagascar
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MQ	Martinique
MR	Mauritania
MU	Mauritius
YT	Mayotte
MX	Mexico
MD	Moldova
MC	Monaco
MN	Mongolia
ME	Montenegro
MS	Montserrat
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NC	New Caledonia
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
NU	Niue
NF	Norfolk Island
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan

PS	Palestinian Territory, Occupied
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PN	Pitcairn
PL	Poland
PT	Portugal
PR	Puerto Rico
QA	Qatar
RE	Reunion
RO	Romania
RU	Russian Federation
RW	Rwanda
BL	St. Barthelemy
SH	St. Helena, Ascension, and Tristan da Cunha
KN	St. Kitts and Nevis
LC	St. Lucia Island
MF	St. Martin (French)
PM	St. Pierre and Miquelon
VC	St. Vincent and the Grenadines
WS	Samoa and Western Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
RS	Serbia
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SX	Sint Maarten (Dutch)
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa
GS	South Georgia and the South Sandwich Islands
SS	South Sudan
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen

SZ	Swaziland
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan
TJ	Tajikistan
TZ	Tanzania
TH	Thailand
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey
TM	Turkmenistan
TC	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
GB	United Kingdom
US	United States
UM	United States Minor Outlying Islands
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VE	Venezuela
VN	Vietnam
VG	Virgin Islands, British
VI	Virgin Islands, US
WF	Wallis and Futuna
EH	Western Sahara
YE	Yemen
ZM	Zambia
ZW	Zimbabwe