

Working with Form 1099

12/09/2025 2:37 pm CST

How to Manually Enter Payer Data

At the top-left of the **1099-X Plan Year** screen, you'll find the **Edit Payer Data** box. Clicking **Edit Payer** opens the **Payer Data** screen, where you can edit or update payer information.

Most fields will be pre-populated from the **Edit Plan/ Edit Company** screens, except for the **Payer TIN**.

Note: The **Payer TIN** is the taxpayer's identification number used for 1099/5498 distributions. It is generally different from the Employer Identification Number (EIN) used on Form 5500/SF filings.

[Home](#) > [Edit Company](#) > [Edit Plan](#) > [1099](#) > 1099-R 2024

[Help](#)

Company:	A. Demo Corp	ID: a.demo
Plan:	A. Demo 401(k) Plan	ID: a.demo plan
Checklist:	Non-Standardized 401(k) (Adoption Agreement Format) - POST	
Details:	EIN: 25-1533392 • PN: 008 • PYE: 12-31	

1099 Menu

- [Bring forward 2023 1099 Participants to 2024 for this plan only](#)
- [Bring forward 2023 1099 Participants to 2024 for all plans](#)

Edit Payer Data	Edit Payees	
1096/1099-R/945 Status	Update/Add/Change Status Payee Selection	
Edit Payer	Doe, John Add Payee OK Select Payees	
Edit 945	Delete Payee	
Edit 945A	Select Payee	
Edit 945X		
Edit Paid Preparers		
	Participant Count: 1 Selected Participant Count: 1	

To update payer information:

- Enter the new data directly into the fields.
- Changes are saved automatically as entered.
- Click **Run Edit Checks** in the upper left-hand corner of the **Payer Data** screen to validate the data.
 - Fields with invalid data will be highlighted in **red** and will not be saved.
 - Potential errors will be highlighted in **yellow**.

Form 1099-R - 2024

Company: A. Demo Corp

Plan: A. Demo 401(k) Plan

Checklist: Volume Submitter 401(k) (Adoption Agreement Format)

Payer Data

a: Enter 'Yes' if final return for Payer:

No ??

b: Type of filing:

Original ??

c: Responsible for 1099/5498 reporting:

Yes ??

d: Date last processed:

??

1a: Enter the Payer's taxpayer identification number:

??

1b: Enter the Payer's TIN type:

EIN ??

2a: Enter the first line of Payer name:

A. Demo 401(k) Plan ??

2b: Enter the second line of Payer name:

??

2c: Enter the trade name, if any

??

2d: Entity entered on second line is the paying agent:

No ??

2e: Payer is a domestic entity:

Yes ??

3: Enter the Payer contact name:

??

4: Enter the Payer address line 1:

123 Sample Street Name ??

5: Enter the Payer City:

Beverly Hills ??

6: Enter the Payer state:

California ??

7: Enter the Payer zip code:

90210 ??

8: Enter the Payer phone:

555-555-5555 ??

9: Enter the Payer contact email:

??

10: Enter the Payer contact fax:

555-555-5555 ??

11a: Require state name and amount in 1099:

No ??

11b: Require locality name and amount in 1099:

No ??

Note: To update default Company/Payer data, refer to the following article: [Edit Company](#).

How to Batch Import Payer Taxpayer Identification Numbers (TINs)

For organizations managing 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@ftwilliam.com.

Prior year Form 5500/SF data from the Department of Labor (DOL) can be imported—regardless of the previous vendor (e.g., **55AutoFill**). This service will add companies and any filed 5500 plans to the account.

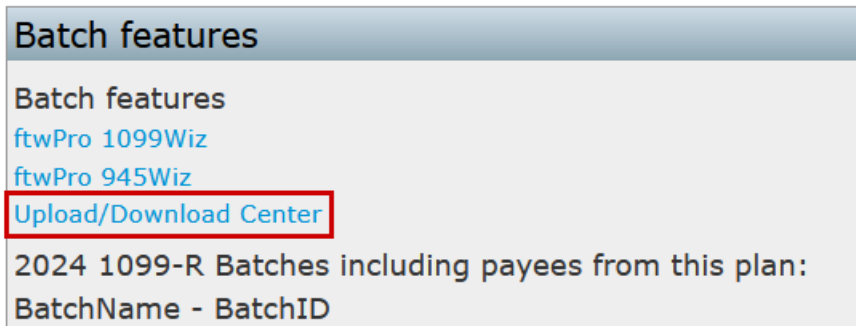
To use this free service, email a spreadsheet with all company EINs and include the **ftwilliam.com Company Code**.

A subscription to the **5500 module is not required** to use this feature. It is intended solely to help establish companies, plans, and any applicable available data.

Steps to Download and Upload Payer TINs and Data

Step 1: Access the Upload/Download Center:

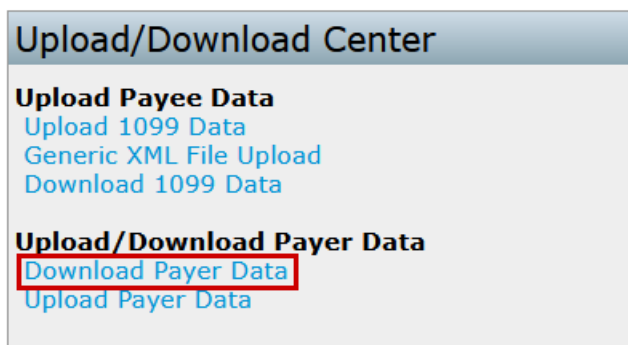
- Navigate to the **Upload/Download Center** located in the **Batch Features** box on the **1099-X - Year** screen.



Step 2: Download Payer Data:

- Click **Download Payer Data** under **Upload/Download Payer Data** and save the .csv file to your hard drive.

Upload/Download Center - 1099-R



Step 3: Open and Review the Spreadsheet

- Open the downloaded spreadsheet, which lists all the plans available within the company code.
 - The first two columns are **company and plan specific**—do not alter these.

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 it is not mandatory to do so. Any fields that are not altered will be silently skipped upon upload.
 - New plans **cannot** be added through this upload. Missing plans must be added manually as outlined in the following article: [How to Manually Enter Payer Data](#).

Step 5: Upload the Updated File:

- Save the updated file and return to the **Upload/Download Center**.
- Select **Upload Payer Data**.

Batch features

Batch features

[ftwPro 1099Wiz](#)
[ftwPro 945Wiz](#)
[Upload/Download Center](#)

2024 1099-R Batches including payees from this plan:

BatchName - BatchID

Upload/Download Center - 1099-R

Upload/Download Center

Upload Payee Data
[Upload 1099 Data](#)
[Generic XML File Upload](#)
[Download 1099 Data](#)

Upload/Download Payer Data
[Download Payer Data](#)
[Upload Payer Data](#)

Step 6: Select and Submit the File

- On the **Upload Payer Data** screen:
 - Browse for the saved file.
 - If notes were added above the header row, enter the **Number of Rows to Ignore Before Header Row**. This will default to zero, as the Header Row will typically be the first row on the user's spreadsheet. **Do not** delete the 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

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

Edit Payees

Update/Add/Change

No payees found

Add Payee

Status

No payees selected

Payee Selection

Select Payees

Participant Count: 0

Selected Participant Count: 0

- 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.

Add 1099-R Participant

Add 1099-R Participant

Enter the Participant name:

First name:Sample

Last name:Participant

OK

Cancel

Add 1099-R Participant

The following Participant has been added:

Sample Participant

OK

- 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.

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Return

Run Edit Checks
- Show individual results

Edit payee:
Select a payee...
Add Payee

Selected payees: 1
Edit Check status: ???

Edit Payer
945Final
945AFinal
945XFinal
945VFinal

Final Print
Copy B, C, 2 (Blank)

Settings

General

Original

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and phone no.

PAYER'S TIN

RECIPIENT'S name

Office Code: User

Street address (including apt. no.)

City or town, state or province, country, and ZIP or foreign postal code

Amount allocable to IRR within 5 years

Account number (see instructions)

Blank acct no.

1 Gross distribution

2a Taxable amount

2b Taxable amount not determined

3 Capital gain (included in box 2a)

4 Federal income tax withheld

5 Employee contribs./ Desig. Roth contribs. or insurance premiums

6 Distribution code(s)

7a Your percentage of total dist.

8 State tax withheld

9 Local tax withheld

10 State distribution

11 1st year of desig. Roth contrib.

12 FATCA filing requirement

13 Date of Payment

14 State tax withheld

15 State/Payer's state no.

16 State distribution

17 Local tax withheld

18 Name of locality

19 Local distribution

OMB No. 1545-0119

2024

Form 1099-R

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Copy A

For Internal Revenue Service Center

File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2024 General Instructions for Certain Information Returns.

Form 1099-R

www.irs.gov/Form1099R

Department of the Treasury - Internal Revenue Service

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.

Return

Run Edit Checks
- Show individual results

Edit payee:
Select a payee...
Add Payee

Selected payees: 1
Edit Check status: ???

Edit Payer
945 Final
945A Final
945X Final
945V Final

Final Print
Copy B, C, 2 (Blank)

Settings

General

Original

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and phone no.

1 Gross distribution

2a Taxable amount

2b Taxable amount not determined

3 Capital gain (included in box 2a)

4 Federal income tax withheld

5 Employee contribu./ Desig. Roth contrib. or insurance premiums

6 Net unrealized appreciation in employer's securities

7 Distribution codes(s)

8a Your percentage of total dist.

8b Total employee contrib.

10 Amount allocable to IRR within 5 years

11 1st year of desig. Roth contrib.

12 FATCA filing requirement

14 State tax withheld

15 State/Payer's state no.

16 State distribution

17 Local tax withheld

18 Name of locality

19 Local distribution

PAYER'S TIN

RECIPIENT'S TIN

RECIPIENT'S name

Office Code

Street address (including apt. no.)

Foreign address

City or town, state or province, country, and ZIP or foreign postal code

OR

Account number (see instructions)

Blank acct no.

Date of Payment

2024

Form 1099-R

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Copy A For Internal Revenue Service Center

File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2024 General Instructions for Certain Information Returns.

How to batch import payee/participant data

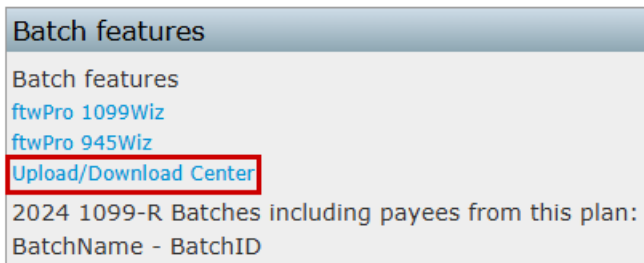
Uploading Payee data in bulk is an efficient way to manage large numbers of Payees. This process is completed through the "Upload/Download Center" and allows for batch uploads, saving time compared to manual entry. There are two different options to upload this information.

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

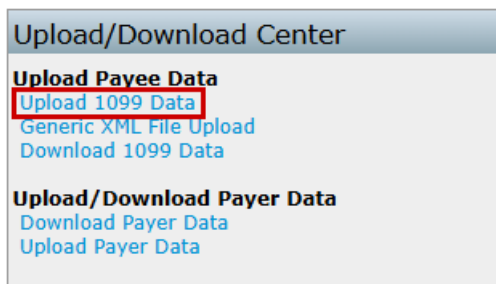
upload for Payees.

Option 1

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




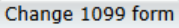
- From the available options under **Upload Payee Data** select **Upload 1099 Data**



- Select an upload method:
 - There are two 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.

1099-R  

The file must be in comma-delimited format (e.g., "File1099.csv").

The system will perform data integrity edits on uploaded data and will reject non-compliant data that cannot be corrected. Be sure your data complies with 1099/5498 requirements before uploading and verify uploaded data afterwards.

Identifier Type:

Payer TIN ☒ 

All participants must be grouped by Payer TIN.

Payer TIN must be the first column of the spreadsheet.

[Sample_PayerTIN_1099-R_2024.csv](#) | [Field Names](#)


Company EIN/Plan Number ☐

All participants must be grouped by Company EIN and PlanNumber.

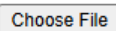
Company EIN must be the first column and PlanNumber must be the second column of the spreadsheet.

[Sample_EINPN_1099-R_2024.csv](#) | [Field Names](#)

****Caution**** - If this box is checked the upload will replace the Participant data on the 1099 file for each TIN (except payees in a batch).

Overwrite Existing Payees ☒ 

Upload file name:

 No file chosen



- **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.

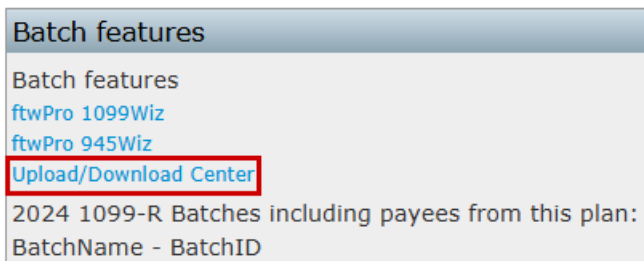
- **Review the Upload Results:**

- 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.

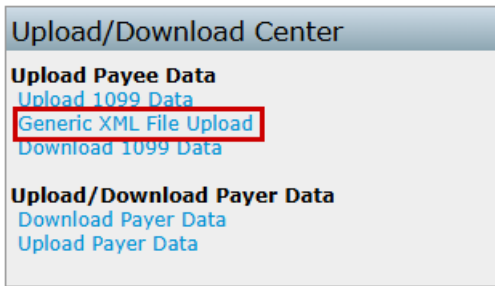
Option 2

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 Count** and **Participant Counts** may vary.

Company:	A.Demo	ID: CoID123
Plan:	A.Demo	ID: PLAID123
Checklist:	Non-Standardized 401(k) (Adoption Agreement Format) - POST	
Details:	EIN: 25-1533859 • PN: 001 • PYE: 12-31	

1099 Menu

- Bring forward 2023 1099 only
- Bring forward 2023 1099

Select 1099-R Payees/Participants

Company: A.Demo
Plan: A.Demo

Update

Select Individual Participants

Selected	Correction IND	Name
<input checked="" type="checkbox"/>	Original	Jones, John
<input checked="" type="checkbox"/>	Original	Smith, Bailey

Update

1096/1099-R/945	Status
Edit Payer	
Edit 945	
Edit 945A	
Edit 945X	
Edit Paid Preparers	

Update/Add/Change	Status	Payee Selection
Jones, John	???	Select Payees
Delete Payee		
Select Payee		
Participant Count: 2	Selected Participant Count: 2	

- 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.

Company:	A.Demo	ID: CoID123
Plan:	A.Demo	ID: PLAID123
Checklist:	Non-Standardized 401(k) (Adoption Agreement Format) - POST	
Details:	EIN: 25-1533859 • PN: 001 • PYE: 12-31	

1099 Menu

- Bring forward 2023 1099 Participants to 2024 for this plan only
- Bring forward 2023 1099 Participants to 2024 for all plans

1096/1099-R/945	Status
Edit Payer	
Edit 945	
Edit 945A	
Edit 945X	
Edit Paid Preparers	

Update/Add/Change	Status	Payee Selection
Jones, John	???	Select Payees
Delete Payee		
Select Payee		
Participant Count: 2	Selected Participant Count: 2	

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

Edit Checks - 1099-R - 2024

Company: A.Demo
Plan: A.Demo
Year: 2024

Return to Previous Page

* Notice: Edit checks will only be run on selected payees *

Jones, John	Edit
Edit Test FW-15: --> Error: Cannot use current distributions codes together.	

Status: NOT-OK

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.

Edit Payees

Update/Add/Change Status Payee Selection

Jones, John Add Payee ??? Select Payees

Delete Payee

Select Payee

Participant Count: 2 Selected Participant Count: 2

- **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.

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Return

Run Edit Checks

Show individual results

Edit payee:
Select a payee...
Add Payee

Selected payees: 2
Edit Check status: ???

Edit Payer ??? Final
945 Final
945A Final
945X Final
945V Final

Final Print
Copy B, C, 2 (Blank)

Settings

General ? Original

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and phone no.
A.Demo

123 anywhere
City Name, CA 35004

555-555-5555

PAYER'S TIN
25-1533849

RECIPIENT'S name
John

The Trust of the Hobart

Street address (including apt. no.)
123 Valley Lane

Foreign address ?
City or town, state or province, country, and ZIP or foreign postal code
Hobart WI 54155

10 Amount allocable to IRR within 5 years
\$

11 1st year of design Roth contrib.
?

12 FATCA filing requirement
?

13 Date of Payment
Blank acct no. ?
461993225-449098

1 Gross distribution
\$ 10101.00

2a Taxable amount
\$ 10101.00

2b Taxable amount not determined Total distribution ?
1010.10

3 Capital gain (included in box 2a)
\$

4 Federal income tax withheld
\$ 1010.10

5 Employee contribs./Desig. Roth contribs. or insurance premiums
\$

6 Net unrealized appreciation in employer's securities
\$

7 Distribution code(s)
? IRA/SEP/SIMPLE ?

8 Other
\$

9a Your percentage of total dist.
%

9b Total employee contrib.
\$

14 State tax withheld
\$

15 State/Payer's state no.
?

16 State distribution
\$

17 Local tax withheld
\$

18 Name of locality
?

19 Local distribution
\$

Form 1099-R www.irs.gov/efile/1099R Department of the Treasury - Internal Revenue Service

Copy A
For Internal Revenue Service Center
File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2024 General Instructions for Certain Information Returns.

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](#).

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.**

Company:	<input type="text"/>	ID: 4700 
Plan:	<input type="text"/>	ID: 
Checklist:	Misc (1099, 5500 or Compliance)	
Details:	EIN: • PN: 001 • PYE: ??? 	

1099 Menu

- [Bring forward 2023 1099 Participants to 2024 for this plan only](#)
- [Bring forward 2023 1099 Participants to 2024 for all plans](#)