How to batch import payee/participant data

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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.
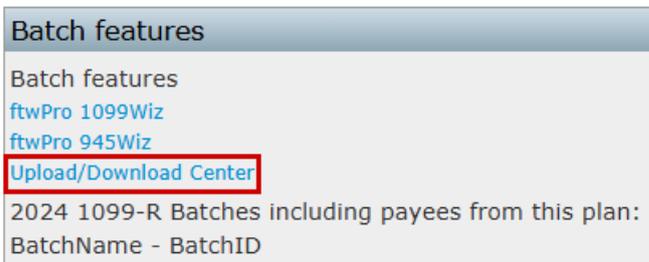
- From the available options under **Upload Payee Data s**elect **Upload 1099 Data**
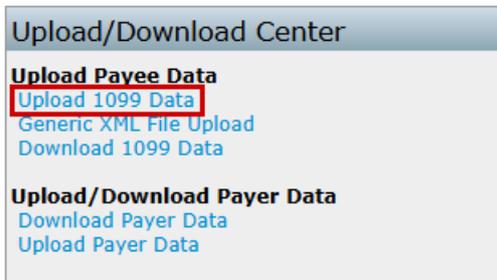
- **Select an upload method:**
  - There are **two** methods for uploading data as well as applicable sample templates:
    - **Payer TIN:** Use this method to upload Payees based on the Payer's Taxpayer Identification Number (TIN). This is the traditional approach for most users.
      - For **Payer 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 ▾ | Change 1099 form

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: Choose File | No file chosen
       Submit

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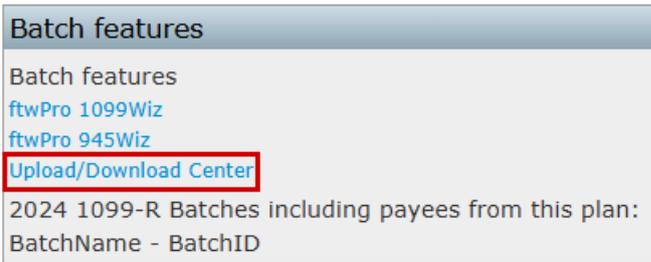
- Under the **Upload Payee Data** select **Generic XML File Upload.**

- 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).