

Printing Copies of Form 1099

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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.
