

Corrections for batch submitted forms

09/12/2024 1:16 pm CDT

- 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".

The screenshot shows the Wolters Kluwer interface. On the left, a sidebar contains a 'Create correction for payee' button highlighted in pink. A red arrow points from this button to the main form area. The form is titled 'General' and has a dropdown menu set to 'Original'. The form fields include: 'PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and phone no.' with the example 'Example Company LLC'; '123 Anywhere Street, Madison, WI 53701'; '555-555-5555'; 'PAYER'S TIN'; and 'RECIPIENT'S TIN' with a dropdown menu for 'SSN-ITIN'. A breadcrumb trail at the bottom reads: 'Home > Edit Company > Edit Plan > 1099 > 1099-R 2022 > Create 1099 correction'.

Create participant correction - 1099-R - 2022

The 'Corrective copy' form contains the following information:

First name: Example
Last name: Payee

ERROR TYPE 1: When the error on the original return is one of the following:

- Incorrect money amount(s), code, or checkbox
- Incorrect payee name
- Incorrect payee address
- Return was filed when one should not have been (enter zeroes for amounts)
- Incorrect code in the distribution code field
- Incorrect payee indicator

ERROR TYPE 2: When the error on the original return is one of the following:

- No payee TIN (SSN, ITIN, ATIN or EIN)
- Incorrect payee TIN
- Incorrect payee name and address

Note: If you need to correct more than one Error Type, select Error Type 2.

**** Please note that state corrections cannot be filed electronically through our system at this time.**

Please select correction type:

Buttons: 'Create correction record' and 'Cancel and return to previous page'. A red arrow points from the dropdown menu to the 'Create correction record' button.

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.

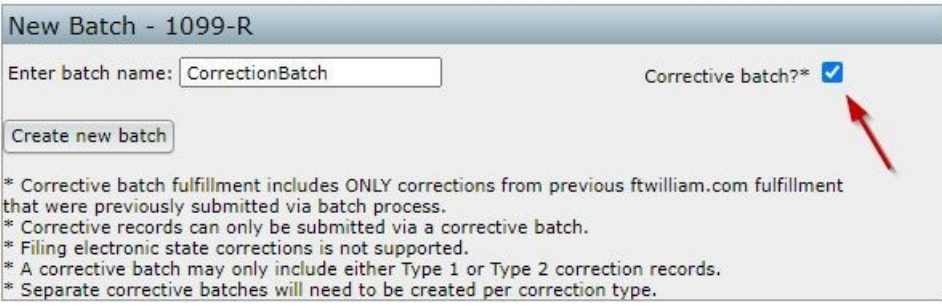
[Home](#) > [Edit Company](#) > [Edit Plan](#) > [1099](#) > [1099-R 2022](#) > [Show Batches - 1099-R - 2022](#) > [ftwPro 1099Wiz - New batch](#)

New Batch - 1099-R - 2022

New Batch - 1099-R

Enter batch name: Corrective batch?*

* Corrective batch fulfillment includes ONLY corrections from previous ftwilliam.com fulfillment that were previously submitted via batch process.
* Corrective records can only be submitted via a corrective batch.
* Filing electronic state corrections is not supported.
* A corrective batch may only include either Type 1 or Type 2 correction records.
* Separate corrective batches will need to be created per correction type.



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 separated to proceed.

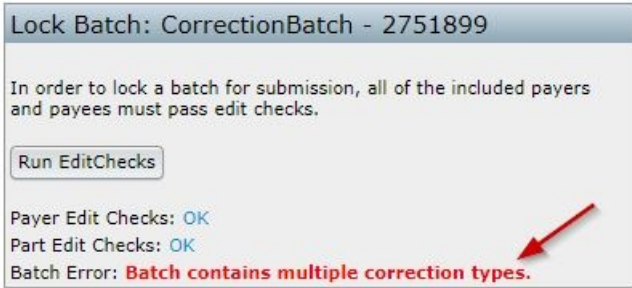
[Home](#) > [Edit Company](#) > [Edit Plan](#) > [1099](#) > [1099-R 2022](#) > [Show Batches - 1099-R - 2022](#) > [Lock Batch](#)

Lock Batch - 2022

Lock Batch: CorrectionBatch - 2751899

In order to lock a batch for submission, all of the included payers and payees must pass edit checks.

Payer Edit Checks: OK
Part Edit Checks: OK
Batch Error: **Batch contains multiple correction types.**



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.
