

# 1099 Batch E-filing and Fulfillment Services

06/12/2025 11:59 am CDT

## 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.

The screenshot displays the 'ftwPro 1099Wiz Menu - 1099-R - 2014' interface. At the top, a breadcrumb trail reads: 'Home > Edit Company > Edit Plan > 1099 > 1099-R 2014 > Show Batches - 1099-R - 2014 > ftwPro 1099Wiz Menu'. Below this, the title 'ftwPro 1099Wiz Menu - 1099-R - 2014' is shown. The main content area includes a header 'Batch: KatesWebinarBatch | BatchID: 933861'. Under 'Select/Show Payers/Payees', there are links for 'Payees Report' and 'Payers Report'. The 'State Fulfillment' section has a note to check the 1099 state charts and technical documentation in the '1099 User Guide', with links for 'State Returns', 'Lock State Returns', and 'NOT-OK'. The 'Print 1096/1099/5498' section lists options: '1096', 'Copy A 2-up', 'Copy B, C, 2 (Blank)', 'Copy 1 State (Blank)', and 'Copy D Payer (Blank)'. The 'Fulfillment Service - 4 Payee(s), 2 Payer(s)' section shows several status messages: 'Federal/State/Payee Fulfillment Not Available - Federal/Payee Only Already Selected', 'Federal/State Fulfillment Not Available - Federal/Payee Already Selected', 'Federal/Payee Fulfillment Status: In process' (highlighted in yellow), 'Federal Only Fulfillment Not Available - Federal/Payee Already Selected', 'Payee Only Fulfillment Not Available - Federal/Payee Already Selected', and 'Payor Only (Not included in /Payee) \$21.75 (0.05 + \$5.40/Payor)'. A note at the bottom states: '\*Note\* Fulfillment pricing includes \$10.75/batch fee'. The 'FIRE System' section at the bottom provides links to 'Download 1099-R Data for FIRE System', 'Review FIRE Data File', and '1099 E-filing Information'.

- 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.

Home > Show Batches - 1099-R - 2014 > ftwPro 1099Wiz Menu

## ftwPro 1099Wiz Menu - 1099-R - 2014

Batch: TEST | BatchID: 942475

**Select/Show Payers/Payees**  
[Payees Report](#) | [Payers Report](#)

**State Fulfillment** (Check out the new 1099 state charts and technical documentation in our [1099 User Guide](#))  
[State Returns \(locked\)](#) | [Unlock State Returns](#) | [OK](#)

**Print 1096/1099/5498**  
[1096](#) | [Copy A 2-up](#) | [Copy B, C, 2 \(Blank\)](#) | [Copy 1 State \(Blank\)](#) | [Copy D Payer \(Blank\)](#)

**Fulfillment Service - 1 Payee(s), 1 Payer(s)**  
 Federal/State/Payee Fulfillment Not Available - Payee Only Already Selected  
[Federal/State \\$11.88 \(1.13\)](#)  
 Federal/Payee Fulfillment Not Available - Payee Only Already Selected  
[Federal Only \\$11.29 \(0.54\)](#)  
**Payee Only Fulfillment Status: Pending**  
[Payor Only \(Not included in /Payee\) \\$16.20 \(0.05 + \\$5.40/Payor\)](#)

\*Note\* Fulfillment pricing includes \$10.75/batch fee

**FIRE System**  
[Download 1099-R Data for FIRE System](#) | [Review FIRE Data File](#) | [1099 E-filing Information](#)

- 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]".

## 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](mailto: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](mailto:support@ftwilliam.com) to gain additional details.

## Preparing a .txt file for the FIRE website

Users can download files from [ftwilliam.com](http://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.

1099 TCC Code Information	
Company TCC:	12345
Contact Name:	Test User
Company State:	WI
Company EIN:	123456789
<input type="button" value="Update"/>	

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.

Home > Edit Company > Edit Plan > 1099 > 1099-R 2014 > Show Batches - 1099-R - 2014

### Show Batches - 1099-R - 2014

Note: The fulfillment season will end 11/30/2014 for filing 2013 and prior year 1099s. 2014 service will begin in January, 2015.

1099-R 2014 Change 1099 form

Current Batches

Create new batch Batch Report

Batch Name	Batch ID	Payer EditCheck	Payee EditCheck	State EditCheck	Payer #	Payee #	Batch Locked Status	State Status	Payer Completion Date	Payee Completion Date	E-File Completion Date
2014State	1026199				1	51		UNLOCKED			
KatieWebinarBatch	933861				2	4		UNLOCKED	N/A	Pending	In process
TEST	942475				1	1		UNLOCKED	N/A	N/A	N/A

Home > Edit Company > Edit Plan > 1099 > 1099-R 2014 > Show Batches - 1099-R - 2014 > ftwPro 1099Wiz Menu

### ftwPro 1099Wiz Menu - 1099-R - 2014

Batch: TEST | BatchID: 942475

Select/Show Payers/Payees  
Payees Report | Payers Report

State Fulfillment (Check out the new 1099 state charts and technical documentation in our 1099 User Guide)  
State Returns | Lock State Returns | ???

Print 1096/1099/5498  
1096 | Copy A 2-up | Copy B, C, 2 (Blank) | Copy 1 State (Blank) | Copy D Payer (Blank)

Fulfillment Service - 1 Payee(s), 1 Payer(s)  
Federal/State/Payee Fulfillment Not Available - State returns must be locked  
Federal/State Fulfillment Not Available - State returns must be locked  
Federal/Payee \$12.11 (1.36)  
Federal Only \$11.29 (0.54)  
Payee Only \$11.67 (0.92)  
Payor Only (Not included in /Payee) \$16.20 (0.05 + \$5.40/Payor)

\*Note\* Fulfillment pricing includes \$10.75/batch fee

FIRE System  
[Download 1099-R Data for FIRE System](#) | [Review FIRE Data File](#) | 1099 E-filing Information