

Instructions for Form 1099-DIV Dividends and Distributions (Rev 01/2024)

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Section references are to the Internal Revenue Code unless otherwise noted.

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For the latest information about developments related to Form 1099-DIV and its instructions, such as legislation enacted after they were published, go to [IRS.gov/Form1099DIV](#).

What's New [Return to top](#)

E-filing returns. The Taxpayer First Act of 2019 authorized the Department of the Treasury and the IRS to issue regulations that reduce the 250-return e-file threshold. T.D. 9972, published February 23, 2023, lowered the e-file threshold to 10 (calculated by aggregating all information returns), effective for information returns required to be filed on or after January 1, 2024. Go to [IRS.gov/InfoReturn](#) for e-file options.

Reminders [Return to top](#)

In addition to these specific instructions, you should also use the current General Instructions for Certain Information Returns. Those general instructions include information about the following topics.

- Who must file.
- When and where to file.
- Electronic reporting.
- Corrected and void returns.
- Statements to recipients.
- Taxpayer identification numbers (TINs).
- Backup withholding
- Penalties.
- The definitions of terms applicable for the purposes of chapter 4 of the Internal Revenue Code that are referenced in these instructions.
- Other general topics.

You can get the general instructions from [General Instructions for Certain Information Returns](#) at [IRS.gov/1099GeneralInstructions](https://irs.gov/1099GeneralInstructions) or go to [IRS.gov/Form1099DIV](https://irs.gov/Form1099DIV).

Continuous-use form and instructions. Form 1099-DIV and these instructions have been converted from an annual revision to continuous use. Both the form and instructions will be updated as needed. For the most recent version, go to [IRS.gov/Form1099DIV](https://irs.gov/Form1099DIV).

Section 897 gain. RICs and REITs should report any section 897 gains on the sale of U.S. real property interests (USRPI) in [box 2e](#) and [box 2f](#). For further information, see [Section 897 gain](#), later.

Online fillable Copies 1, B, and 2. To ease statement furnishing requirements, Copies 1, B, and 2, are fillable online in a PDF format, available at [IRS.gov/Form1099DIV](https://irs.gov/Form1099DIV). You can complete these copies online for furnishing statements to recipients and for retaining in your own files.

Specific Instructions [Return to top](#)

File Form 1099-DIV, for each person:

- To whom you have paid dividends (including capital gain dividends and exempt-interest dividends) and other distributions valued at \$10 or more in money or other property,
- For whom you have withheld and paid any foreign tax on dividends and other distributions on stock,
- For whom you have withheld any federal income tax on dividends under the backup withholding rules, or
- To whom you have paid \$600 or more in money or other property as part of a liquidation.

Dividends [Return to top](#)

If you make a payment that may be a dividend but you are unable to determine whether any part of the payment is a dividend by the time you must file Form 1099-DIV, the entire payment must be reported as a dividend. See the regulations under section 6042 for a definition of dividends.

Exceptions [Return to top](#)

You are not required to report on Form 1099-DIV the following.

1. Taxable dividend distributions from life insurance contracts and employee stock ownership plans. These are reported on Form 1099-R.
2. Substitute payments in lieu of dividends. For payments received by a broker on behalf of a customer in lieu of dividends as a result of a loan of a customer's securities, see the instructions for box 8 under Specific Instructions for [Form 1099-MISC](#) in the current Instructions for Forms 1099-MISC and 1099-NEC.

TIP. *Substitute payments in lieu of dividends may be reported on a composite statement to the recipient with Form 1099-DIV.*

See [Pub. 1179](#).

3. Payments made to certain payees. These include a corporation, tax-exempt organization, IRA, Archer MSA, health savings account (HSA), U.S. agency, state, District of Columbia, U.S. possession, or registered securities or commodities dealer.

Caution! *Certain distributions commonly referred to as "dividends" are actually interest and are to be reported on Form 1099-INT. These include so-called dividends on deposit or on share accounts in cooperative banks, credit unions, domestic building and loan associations, domestic and federal savings and loan associations, and mutual savings banks.*

Qualified Dividends [Return to top](#)

Except as provided below, qualified dividends are dividends paid during the tax year from domestic corporations and qualified foreign corporations.

Exceptions. [top](#) The following dividends are not qualified dividends.

- Dividends the recipient received on any share of stock held for less than 61 days during the 121-day period that began 60 days before the ex-dividend date. See the instructions for [box 1b](#), later. When determining the number of days the recipient held the stock, you cannot count certain days during which the recipient's risk of loss was diminished. The ex-dividend date is the first date following the declaration of a dividend on which the purchaser of a stock is not entitled to receive the next dividend payment. When counting the number of days the recipient held the stock, include the day the recipient disposed of the stock but not the day the recipient acquired it.
- Dividends attributable to periods totaling more than 366 days that the recipient received on any share of preferred stock held for less than 91 days during the 181-day period that began 90 days before the ex-dividend date. See the instructions for [box 1b](#), later. When determining the number of days the recipient held the stock, you cannot count certain days during which the recipient's risk of loss was diminished. Preferred dividends attributable to periods totaling less than 367 days are subject to the 61-day holding period rule above.
- Dividends that relate to payments that the recipient is obligated to make with respect to short sales or positions in substantially similar or related property.
- Dividends paid by a regulated investment company (RIC) that are not treated as qualified dividend income under section 854.
- Dividends paid by a real estate investment trust (REIT) that are not treated as qualified dividend income under section 857(c).
- Deductible dividends paid on employer securities. See [Section 404\(k\) Dividends](#), later.

Qualified foreign corporation. [top](#) A foreign corporation is a qualified foreign corporation if it is:

1. Incorporated in a possession of the United States, or

2. Eligible for benefits of a comprehensive income tax treaty with the United States that the Treasury Department determines is satisfactory for this purpose and that includes an exchange of information program.

TIP. For a list of income tax treaties of the United States that (a) are comprehensive, (b) include an information exchange program, and (c) have been determined by the Treasury Department to be satisfactory for this purpose, see Notice 2011-64, 2011-37 I.R.B. 231, available at [IRS.gov/irb/2011-37_IRB#NOT-2011-64](https://www.irs.gov/irb/2011-37_IRB#NOT-2011-64).

If the foreign corporation does not meet either (1) or (2) above, then it may be treated as a qualified foreign corporation for any dividend paid by the corporation if the stock associated with the dividend paid is readily tradable on an established securities market in the United States. See Notice 2003-71, 2003-43 I.R.B. 922, available at [IRS.gov/irb/2003-43_IRB#NOT-2003-71](https://www.irs.gov/irb/2003-43_IRB#NOT-2003-71), for more information on when stock may be considered to be readily tradable. For additional requirements that must be met, see Notice 2006-3, 2006-3 I.R.B. 306, available at [IRS.gov/irb/2006-03_IRB#NOT-2006-3](https://www.irs.gov/irb/2006-03_IRB#NOT-2006-3).

A foreign corporation will not be considered a qualified foreign corporation if:

1. The foreign corporation is a passive foreign investment company (as defined in section 1297) for the tax year in which the dividend was paid or the prior year; or
2. The foreign corporation first became a surrogate foreign corporation (as defined in section 7874(a)(2)(B)) after December 22, 2017, but is not treated as a domestic corporation under section 7874(b).

TIP. For guidance on the extent to which distributions, inclusions, and other amounts received by, or included in the income of, individual shareholders as ordinary income from foreign corporations subject to certain anti-deferral regimes may be treated as qualified dividends, see Notice 2004-70, 2004-44 I.R.B. 724, available at [IRS.gov/irb/2004-44_IRB#NOT-2004-70](https://www.irs.gov/irb/2004-44_IRB#NOT-2004-70).

Section 404(k) Dividends [Return to top](#)

Report as ordinary dividends in [box 1a](#) of Form 1099-DIV payments of 404(k) dividends directly from the corporation to the plan participants or their beneficiaries.

Section 404(k) dividends are not subject to backup withholding. Also, these dividends are not eligible for the reduced capital gains rates (see [Exceptions](#) under [, earlier](#)).

RICs and REITs [Return to top](#)

Qualified dividends. [top](#) If any part of the total ordinary dividends reported in [box 1a](#) is qualified dividends, report the qualified dividends in [box 1b](#).

TIP. For guidance pertaining to dividends of RICs and REITs, see Notice 2004-39, 2004-22 I.R.B. 982 (capital gain dividends of RICs and REITs), available at [IRS.gov/irb/2004-22_IRB#NOT-2004-39](https://www.irs.gov/irb/2004-22_IRB#NOT-2004-39), modified by Notice 2015-41, 2015-24 I.R.B. 1058 (capital gain distributions of RICs), available at [IRS.gov/irb/2015-24_IRB#NOT-2015-41](https://www.irs.gov/irb/2015-24_IRB#NOT-2015-41); and Rev. Rul. 2005-31, 2005-21 I.R.B. 1084 (limitations applicable to dividends received from RICs), available at [IRS.gov/irb/2005-21_IRB#RR-2005-31](https://www.irs.gov/irb/2005-21_IRB#RR-2005-31).

Qualified REIT dividends. [top](#) Certain taxpayers are entitled to a deduction under section 199A computed by reference to several types of income, including qualified REIT dividends. A qualified REIT dividend is generally a dividend from a REIT received during the tax year that is not a capital gain dividend or a qualified dividend. However, a qualified REIT

dividend does not include any REIT dividend received with respect to any share of REIT stock that is held for 45 days or less during the 91-day period beginning on the date that is 45 days before the date on which such share became ex-dividend with respect to the dividend. When counting the number of days the recipient held the stock, include the day the recipient disposed of the stock, but do not include the day the recipient acquired the stock or certain days during which the recipient's risk of loss was diminished. In addition, a qualified REIT dividend does not include any dividend on shares of REIT stock to the extent the recipient is under an obligation (whether pursuant to a short sale or otherwise) to make related payments with respect to positions in substantially similar or related property.

Section 199A dividends. [top](#) A RIC that receives qualified REIT dividends in a tax year may generally pay section 199A dividends for that year, which certain shareholders of the RIC that meet holding period requirements may treat as qualified REIT dividends for purposes of section 199A. The amount of section 199A dividends that a RIC may pay for a tax year is limited to the amount of qualified REIT dividends includable in the RIC's taxable income for the year, reduced by properly allocable deductions. See Regulations section 1.199A-3(d) for other limits and rules, including holding period requirements.

Dividend payment delayed until January. [top](#) If a RIC or a REIT declares a dividend in October, November, or December payable to shareholders of record on a specified date in such a month, the dividends are treated as paid by the RIC or REIT and received by the recipients on December 31 of such year as long as the dividends are actually paid by the RIC or REIT during January of the following year. Report the dividends on Form 1099-DIV for the year preceding the January they are actually paid. See sections 852(b)(7) and 857(b)(9) for RICs and REITs, respectively.

If a dividend paid in January is subject to backup withholding, withhold when the dividend is actually paid. Therefore, backup withhold in January, deposit the withholding when appropriate, and reflect it on Form 945, Annual Return of Withheld Federal Income Tax, for the year withheld. However, because the dividend is reportable on Form 1099-DIV for the prior year, the related backup withholding is also reportable on the prior year Form 1099-DIV.

Qualified small business stock - RICs. [top](#) Under section 1202, a 50% exclusion may be allowed on the gain from the sale or exchange of qualified small business stock issued after August 10, 1993, and held for more than 5 years. A 60% exclusion may be allowed if the stock is empowerment zone business stock acquired after December 21, 2000, and before December 31, 2018. For qualified small business stock acquired after February 17, 2009, and before September 28, 2010, the exclusion is 75%. For qualified small business stock acquired on or after September 28, 2010, and before January 1, 2014, the exclusion is 100%. For purposes of the 75% and 100% exclusions, the acquisition date shall be the first day on which the stock was held by the taxpayer determined after the application of section 1223.

If any part of the capital gain distribution reported in box 2a may qualify for this exclusion (taking into consideration the recipient's holding period), report the gain in box 2c, and furnish the recipient a statement that reports separately for each designated section 1202 gain the:

- Name of the corporation that issued the stock that was sold,
- Date(s) on which the RIC acquired the stock,
- Date sold,
- Recipient's part of the sales price,
- Recipient's part of the RIC's basis in the stock, and
- Amount of the recipient's section 1202 gain and the exclusion percentage.

Tax credit bonds. [top](#) If a RIC or REIT holds any tax credit bonds, any bond tax credit allowed to the RIC or REIT under section 54A or 54AA on the bond is included in the RIC's or REIT's gross income as interest. See sections 54A(f) and 54AA(f)(2); and Notice 2009-15, 2009-6 I.R.B. 449, available at [IRS.gov/irb/2009-06_IRB#NOT-2009-15](https://www.irs.gov/irb/2009-06_IRB#NOT-2009-15). RICs can

make an election to distribute any bond tax credits allowed under sections 54A and 54AA to its shareholders or beneficiaries. See section 853A. Report bond tax credits distributed by a RIC or REIT on Form 1097-BTC.

If a RIC or REIT distributes any credits with respect to its stock, the RIC or REIT must report the distributed credits that are treated as dividends on Form 1099-DIV. See Notice 2010-28, available at [IRS.gov/irb/2010-15_IRB#NOT-2010-28](https://irs.gov/irb/2010-15_IRB#NOT-2010-28).

Section 897 gain. [top](#) If a RIC described in section 897(h)(4)(A)(ii) or a REIT disposes of a USRPI at a gain, any distributions made to the extent attributable to such gain shall be treated as gain recognized by the recipient from the disposition of a USRPI (that is, the look-through rule).

If any part of the ordinary dividend reported in [box 1a](#) or capital gain distributions reported in [box 2a](#) is attributable to section 897 gains, report that gain in [box 2e](#) and [box 2f](#), respectively.

See section 897 for the definition of USRPI and the exceptions to the look-through rule.

Note. Only RICs and REITs should complete [boxes 2e](#) and [2f](#). [Boxes 2e](#) and [2f](#) do not need to be completed for recipients that are U.S. individuals.

Restricted Stock [Return to top](#)

For information about reporting dividends on restricted stock, see Rev. Proc. 80-11, 1980-1 C.B. 616, distinguished by Rev. Proc. 83-38, 1983-1 C.B. 773; and Rev. Rul. 83-22, 1983-1 C.B. 17.

Widely Held Fixed Investment Trusts (WHFITs) [Return to top](#)

Trustees and middlemen must report the gross amount of dividend income attributable to a trust income holder (TIH) in the appropriate box on Form 1099-DIV if that amount exceeds \$10. If the trustee or middleman provides WHFIT information using the safe harbor rules in Regulations section 1.671-5(f)(1) or (g)(1), the trustee or middleman must determine the amounts reported on all Forms 1099 under section 1.671-5(f)(2) or (g)(2), as appropriate.

Due date exception and other requirements for furnishing the tax information statement to TIHs. [top](#) A tax information statement that includes the information provided to the IRS on all Forms 1099 filed for the calendar year with respect to the TIH's interest in the WHFIT, as well as additional information identified in Regulations section 1.671-5(e), must be provided to the TIHs. The written tax information furnished to the TIH for the reporting tax year is due on or before March 15 of the subsequent year. The amount of an item of trust expense that is attributable to a TIH must be included on the tax information statement provided to the TIH and is not required to be included in [box 6](#) on the Form 1099-DIV.

For more filing requirements, see the current [General Instructions for Certain Information Returns](#).

Statements to Recipients [Return to top](#)

If you are required to file Form 1099-DIV, you must provide a statement to the recipient. For information about the requirement to furnish statements to recipients, see [part M](#) in the current [General Instructions for Certain Information Returns](#).

Truncating recipient's TIN on payee statements. [top](#) Pursuant to Regulations section 301.6109-4, all filers of this form may truncate a recipient's TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)) on payee statements. Truncation is not allowed on any documents the filer files with the IRS. A payer's TIN may not be truncated on any form. See [part J](#) in the current General Instructions for Certain Information Returns.

2nd TIN Not. [Return to top](#)

You may enter an "X" in this box if you were notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN. If you mark this box, the IRS will not send you any further notices about this account.

However, if you received both IRS notices in the same year, or if you received them in different years but they both related to information returns filed for the same year, do not check the box at this time. For purposes of the two-notices-in-3-years rule, you are considered to have received one notice and you are not required to send a second "B" notice to the taxpayer on receipt of the second notice. See [part N](#) in the current General Instructions for Certain Information Returns for more information.

TIP. For information on the TIN Matching System offered by the IRS, see [Items You Should Note](#) in the current General Instructions for Certain Information Returns.

Account Number [Return to top](#)

The account number is required if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-DIV. The account number is also required if you check box 11, FATCA filing requirement. See [Box 11](#), later. Additionally, the IRS encourages you to designate an account number for all Forms 1099-DIV that you file. See [part L](#) in the current General Instructions for Certain Information Returns.

Box 1a. Total Ordinary Dividends [Return to top](#)

Enter dividends, including dividends from money market funds, net short-term capital gains from mutual funds, and other distributions on stock. Include reinvested dividends and section 404(k) dividends paid directly from the corporation. Box 1a includes amounts entered in [boxes 1b](#) and [2e](#) and it also includes the amount of the recipient's share of investment expenses that you report in [box 6](#).

Caution! An S corporation reports as dividends on Form 1099-DIV only distributions made during the tax year out of accumulated earnings and profits. See section 1368 for more information.

Box 1b. Qualified Dividends [Return to top](#)

Enter the portion of the dividends in [box 1a](#) that qualifies for the reduced capital gains rates. Include dividends for which it is impractical to determine if the section 1(h)(11)(B)(iii) holding period requirement has been met. See [Qualified Dividends](#) and the [Caution](#), earlier.

You must report a dividend paid by a foreign corporation according to the guidance provided in Notice 2003-79, 2003-50 I.R.B. 1206, available at [IRS.gov/irb/2003-50_IRB#NOT-2003-79](#), and Notice 2004-71, 2004-45 I.R.B. 793, available at [IRS.gov/irb/ 2004-45_IRB#NOT-2004-71](#), which contain the rules for reporting the dividend for tax years 2003 and

2004. These rules are extended for 2005 and subsequent tax years by Notice 2006-3, 2006-3 I.R.B. 306, available at IRS.gov/irb/2006-03_IRB#NOT-2006-3.

Caution! Qualified dividends cannot be less than zero. Do not include an amount less than zero in box 1b.

Box 2a. Total Capital Gain Distr. [Return to top](#)

Enter total capital gain distributions (long-term). Include all amounts shown in boxes 2b, 2c, 2d, and 2f.

TIP. For more information about reporting amounts in boxes 2b, 2c, 2d, and 2f, see section 1(h).

Box 2b. Unrecap. Sec. 1250 Gain [Return to top](#)

Enter any amount included in [box 2a](#) that is an unrecaptured section 1250 gain from certain depreciable real property.

Box 2c. Section 1202 Gain [Return to top](#)

Enter any amount included in [box 2a](#) that is a section 1202 gain from certain qualified small business stock. See [Qualified small business stock-RICs](#), earlier.

Box 2d. Collectibles (28%) Gain [Return to top](#)

Enter any amount included in [box 2a](#) that is a 28% rate gain from sales or exchanges of collectibles.

Box 2e. Section 897 Ordinary Dividends [Return to top](#)

Enter any amount included in [box 1a](#) that is section 897 gain from dispositions of USRPI. See [Section 897 gain](#), earlier.

Box 2f. Section 897 Capital Gain [Return to top](#)

Enter any amount included in [box 2a](#) that is section 897 gain from dispositions of USRPI. See [Section 897 gain](#), earlier.

Note. Only RICs and REITs should complete [boxes 2e](#) and [2f](#). [Boxes 2e](#) and [2f](#) do not need to be completed for recipients that are U.S. individuals.

Box 3. Nondividend Distributions [Return to top](#)

Enter nondividend distributions, if determinable.

TIP. File Form 5452 if you are a corporation and paid nondividend distributions to shareholders.

Box 4. Federal Income Tax Withheld [Return to top](#)

Enter backup withholding. Recipients who have not furnished their TINs to you in the manner required are subject to backup withholding on certain dividend payments reported on this form. Use Form W-9 to request the TIN of the

recipient. For foreign recipients, use the applicable Form W-8. See the Instructions for the Requester of Forms W-8BEN, W-8ECI, W-8EXP, and W-8IMY.

For more information on backup withholding, including the applicable rate, see [part N](#) in the current General Instructions for Certain Information Returns.

Box 5. Section 199A Dividends [Return to top](#)

Enter the qualified REIT dividends paid by a REIT or section 199A dividends paid by a RIC to the recipient. This amount is included in the amount reported in [box 1a](#). Include REIT dividends (other than capital gain dividends and qualified dividends) for which it is impractical for the REIT to determine whether the recipient has met the holding period requirement described in Regulations section 1.199A-3(c)(2)(ii). See [Qualified REIT dividends](#), earlier.

Box 6. Investment Expenses [Return to top](#)

Enter the recipient's pro rata share of certain amounts deductible by a nonpublicly offered RIC in computing its taxable income. This amount is includable in the recipient's gross income under section 67(c) and must also be included in [box 1a](#). Do not include any investment expenses in [box 1b](#).

Box 7. Foreign Tax Paid [Return to top](#)

Enter foreign tax paid on dividends and other distributions on stock. A RIC must report only the amount it elects to pass through to the recipient. Report this amount in U.S. dollars.

Box 8. Foreign Country or U.S. Possession [Return to top](#)

Enter the name of the foreign country or U.S. possession for which the foreign tax was paid and reported in [box 7](#).

RICs - Special reporting instructions. Do not complete box 8. Under Regulations section 1.853-4, country-by-country reporting to shareholders for the amount reported in [box 7](#) is not required. The requirement to file a separate statement to the IRS has been modified to require filing a statement that elects the application of section 853 for the tax year with the return for the tax year. See Regulations section 1.853-4 for more information. Do not send the statement with the Forms 1096 and 1099.

Caution! *Boxes 9 and 10 apply only to corporations in partial or complete liquidation. Do not include these amounts in [box 1a](#) or [1b](#).*

Box 9. Cash Liquidation Distributions [Return to top](#)

Enter cash distributed as part of a liquidation.

Box 10. Noncash Liquidation Distributions [Return to top](#)

Enter noncash distributions made as part of a liquidation. Show the fair market value as of the date of distribution.

Box 11. FATCA Filing Requirement [Return to top](#)

Check the box if you are a U.S. payer that is reporting on Form(s) 1099 (including reporting distributions in boxes 1 through 3 and 9, 10, 12, and 13 on this Form 1099-DIV) as part of satisfying your requirement to report with respect to a U.S. account for the purposes of chapter 4 of the Internal Revenue Code, as described in Regulations section 1.1471-4(d)(2)(iii)(A). In addition, check the box if you are a foreign financial institution (FFI) reporting payments to a U.S. account pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A).

Box 12. Exempt-Interest Dividends [Return to top](#)

Enter exempt-interest dividends from a mutual fund or other RIC. Include specified private activity bond interest dividends in [box 13](#) and in the total for box 12. See the instructions for [box 13](#) next.

Box 13. Specified Private Activity Bond Interest Dividends [Return to top](#)

Enter exempt-interest dividends paid by a RIC on specified private activity bonds to the extent that the dividends are attributable to interest on the bonds received by the RIC minus an allocable share of the expenses. Generally, "specified private activity bond" means any private activity bond defined in section 141 and issued after August 7, 1986. See section 57(a)(5) for more details.

Boxes 14-16. State Information [Return to top](#)

These boxes, and Copies 1 and 2, are provided for your convenience only and need not be completed for the IRS. If you withheld state income taxes on this payment, use the state information boxes to report payments for up to two states. Keep the information for each state separated by the dashed line in each box. In box 14, enter the abbreviated name of the state. In box 15, enter the payer's state identification number. The state number is the payer's identification number assigned by the individual state. Enter in box 16 the state income tax withheld on this payment.

If a state tax department requires that you send them a paper copy of this form, use Copy 1 to provide information to the state tax department. Give Copy 2 to the recipient for use in filing the recipient's state income tax return.

Process Date. This is the last date a Copy A was printed for the Participant.

Distribution Date. This is the date(s) that the Participant was paid.

State 1. This is the most recent date that one or more Copy 1s for the state was printed.

State 2. This is the most recent date that one or more Copy 1s for the state was printed.

Office Code. Used in electronic filing only. Enter the office code of the Payer (may be blank). For payers with multiple locations, this field may be used to identify the location of the office submitting the information return.

H. Corrected Returns on Paper Forms [Return to top](#)

Caution! To file corrections for electronically filed forms, see [part F](#) and [Pub. 1220](#).

If you filed a return with the IRS and later discover you made an error on it, you must:

- Correct it as soon as possible and file Copy A and Form 1096 with your IRS Submission Processing Center (see [part D](#)), and
- Furnish statements to recipients showing the correction.

When making a correction, complete all information (see [Filing corrected returns on paper forms](#), later).

- Do not cut or separate forms that are two or three to a page. Submit the entire page even if only one of the forms on the page is completed.
- Do not staple the forms to Form 1096.
- Do not send corrected returns to the IRS if you are correcting state or local information only. Contact the state or local tax department for help with this type of correction.

To correct payer information, see [Reporting incorrect payer name and/or TIN](#), earlier.

Form 1096. [top](#) Use a separate Form 1096 for each type of return you are correcting. For the same type of return, you may use one Form 1096 for both originals and corrections. You do not need to correct a previously filed Form 1096.

CORRECTED checkbox. [top](#) Enter an "X" in the "CORRECTED" checkbox only when correcting a form previously filed with the IRS or furnished to the recipient. Certain errors require two returns to make the correction. See [Filing corrected returns on paper forms](#), later, to determine when to mark the "CORRECTED" checkbox.

Account number. [top](#) If the account number was provided on the original return, the same account number must be included on both the original and corrected returns to properly identify and process the correction. If the account number was not provided on the original return, do not include it on the corrected return. See [part L](#).

Recipient's statement. [top](#) You may enter a date next to the "CORRECTED" checkbox. This will help the recipient in the case of multiple corrections.

Filing corrected returns on paper forms. [top](#) The [Error Charts for Filing Corrected Returns on Paper Forms](#), later, give step-by-step instructions for filing corrected returns for the most frequently made errors. They are grouped under Error Type 1 or 2. Correction of errors may require the submission of more than one return. Be sure to read and follow the steps given.

Caution! If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a penalty. See [part O](#). Regulations section 301.6724-1 (relating to information return penalties) does not require you to file corrected returns for missing or incorrect TINs if you meet the reasonable-cause criteria. You are merely required to include the correct TIN on the next original return you are required to file.

However, even if you meet the reasonable-cause criteria, the IRS encourages you to file corrections for incorrect or missing TINs so that the IRS can update the payees' records.

Error Charts for Filing Corrected Returns on Paper Forms [top](#) Identify the correction needed based on **Error Type 1 or 2**; then follow the steps to make the corrections and file the form(s). Also see [part H](#), earlier.

Error Type 1	Correction
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<p>Incorrect money amount(s), code, or checkbox</p> <p>A return was filed when one should not have been filed.</p> <p>These errors require only one return to make the correction.</p> <p>Caution: If you must correct a TIN or a payee name, follow the instructions under Error Type 2.</p>	<p>A. Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G</p> <ol style="list-style-type: none"> 1. Prepare a new information return. 2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form. 3. Correct any recipient information such as money amounts. Report other information as per the original return. <p>B. Form 1096</p> <ol style="list-style-type: none"> 1. Prepare a new transmittal Form 1096. 2. Provide all requested information on the form as it applies to Part A, 1 and 2. 3. File Form 1096 and Copy A of the return with the appropriate IRS Submission Processing Center. 4. Do not include a copy of the original return that was filed incorrectly.
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Error Type 2	Correction
<p>No payee TIN (SSN, EIN, QI-EIN, or ITIN), or</p> <p>Incorrect payee TIN, or</p> <p>Incorrect payee name, or</p>	<p>Step 1. Identify incorrect return submitted.</p> <ol style="list-style-type: none"> 1. Prepare a new information return. 2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form. 3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter -0- (zero) for all money amounts.
<p>Original return filed using wrong type of return (for example, a Form 1099-DIV was filed when a Form 1099-INT should have been filed).</p> <p>Two separate returns are required to make the correction</p>	

<p>properly. Follow all instructions for both Steps 1 and 2.</p>	<p>Step 2. Report correct information.</p> <p>A. Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G</p> <ol style="list-style-type: none"> 1. Prepare a new information return. 2. Do not enter an "X" in the "CORRECTED" box at the top of the form. Prepare the new return as though it is an original. 3. Include all the correct information on the form including the correct TIN and name. <p>B. Form 1096</p> <ol style="list-style-type: none"> 1. Prepare a new transmittal Form 1096. 2. Enter one of the following phrases in the bottom margin of the form. <ul style="list-style-type: none"> • Filed To Correct TIN. • Filed To Correct Name. • Filed To Correct Return. • Provide all requested information on the form as it applies to the returns prepared in Steps 1 and 2. • File Form 1096 and Copy A of the return with the appropriate IRS Submission Processing Center. • Do not include a copy of the original return that was filed incorrectly.
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J. Recipient Names and Taxpayer Identification Numbers (TINs) [Return to top](#)

Recipient names. [top](#) Show the full name and address in the section provided on the information return. If payments have been made to more than one recipient or the account is in more than one name, show on the first name line the name of the recipient whose TIN is first shown on the return. You may show the names of any other individual recipients in the area below the first line, if desired. Form W-2G filers, see the Instructions for Forms W-2G and 5754.

Sole proprietors. [top](#) You must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's social security number (SSN) or the EIN of the business (sole proprietorship). The IRS prefers that you enter the SSN.

Limited liability company (LLC). [top](#) For a single-member LLC (including a foreign LLC with a U.S. owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name only on the first name line and the LLC's name on the second name line. For the TIN, enter the owner's SSN (or EIN, if

applicable). If the LLC is taxed as a corporation, partnership, etc., enter the entity's EIN.

Bankruptcy estate. [top](#) If an individual (the debtor) for whom you are required to file an information return is in chapter 11 bankruptcy, and the debtor notified you of the bankruptcy estate's EIN, report post-petition gross income, gross proceeds, or other reportable payments on the applicable information return using the estate's name and EIN. The debtor should notify you when the bankruptcy is closed, dismissed, or converted, so that any subsequent information returns will be filed with the correct name and EIN. Different rules apply if the bankruptcy is converted to chapter 7, 12, or 13 of the Bankruptcy Code. For additional guidance, see Notice 2006-83, 2006-40 I.R.B. 596, available at IRS.gov/irb/2006-40_IRB#NOT-2006-83.

TINs. [top](#) TINs are used to associate and verify amounts you report to the IRS with corresponding amounts on tax returns. Therefore, it is important that you report correct names, SSNs, individual taxpayer identification numbers (ITINs), EINs, or adoption taxpayer identification numbers (ATINs) for recipients on the forms sent to the IRS.

TIP Only one recipient TIN can be entered on the form.

Requesting a recipient's TIN. [top](#) If the recipient is a U.S. person (including a U.S. resident alien), the IRS suggests that you request the recipient complete Form W-9, Request for Taxpayer Identification Number and Certification, or Form W-9S, Request for Student's or Borrower's Taxpayer Identification Number and Certification, as appropriate. Form W-9 is required to be completed by recipients of certain types of payments (as provided in Regulations section 31.3406(d)-1). See the Instructions for the Requester of Form W-9 for more information on how to request a TIN.

If the recipient is a foreign person, the IRS suggests that you request the recipient complete the appropriate Form W-8. See the Instructions for the Requester of Forms W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, and W-8IMY.

Caution! U.S. resident aliens who rely on a "saving clause" of a tax treaty are to complete Form W-9, not Form W-8BEN. See [Pub. 515](#) and [Pub. 519](#).

You may be subject to a penalty for an incorrect or missing TIN on an information return. See [part O](#) for more information. You are required to maintain the confidentiality of information obtained on a Form W-9/W-9S relating to the taxpayer's identity (including SSNs, EINs, ITINs, and ATINs), and you may use such information only to comply with the tax laws.

TIP. If the recipient does not provide a TIN, leave the box for the recipient's TIN blank on the Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G. Backup withholding may apply; see [part N](#).

Caution! If the recipient does not provide a TIN, you may not make the election described in Regulations section 1.1471-4(d)(5)(i)(A) or (B) or report as described in Regulations section 1.1471-4(d)(2)(iii)(A).

The TIN for individual recipients of information returns is the SSN, ITIN, or ATIN. See [Sole proprietors](#), earlier. For other recipients, including corporations, partnerships, and estates, the TIN is the EIN. Income reportable after the death of an individual must reflect the TIN of the payee, that is, of the estate or of the surviving joint owner. For more information, see [Personal Representative](#) in [Pub. 559](#). For LLCs, see [Limited liability company \(LLC\)](#), earlier.

SSNs, ITINs, and ATINs have nine digits separated by two hyphens (000-00-0000), and EINs have nine digits separated by only one hyphen (00-0000000). **Note.** Make sure you include the hyphen(s) in the correct place(s) when completing the paper form(s).

Caution! *Expired ITINs may continue to be used for information return purposes regardless of whether they have expired for individual income tax return filing purposes. Additionally, the third parties who file and furnish information returns with an expired payee ITIN will not be subject to information return penalties under section 6721 or 6722 solely because the ITIN is expired. See Notice 2016-48, 2016-33 I.R.B. 235, available at [IRS.gov/irb/2016-33_IRB#NOT-2016-48](https://irs.gov/irb/2016-33_IRB#NOT-2016-48).*

Truncating payee's TIN on payee statements. [top](#) Filers of information returns are permitted to truncate a payee's TIN (SSN, ITIN, ATIN, or EIN) on most payee statements. The payee's TIN may not be truncated on Form W2-G. Where permitted, filers may truncate a payee's TIN on the payee statement (including substitute and composite substitute statements) furnished to the payee in paper form or electronically. Generally, the payee statement is that copy of an information return designated "Copy B" on the form. If a filer truncates a TIN on Copy B, other copies of the form furnished to the payee may also include a truncated number. A filer may not truncate a payee's TIN on any forms the filer files with the IRS. A filer's TIN may not be truncated on any form. To truncate where allowed, replace the first five digits of the nine-digit number with asterisks (*) or Xs (for example, an SSN xxx-xx-xxxx would appear on the paper payee statement as ***-**-xxxx or XXX-XX-xxxx). See T.D. 9675, 2014-31 I.R.B. 242, available at [IRS.gov/irb/2014-31_IRB#TD-9675](https://irs.gov/irb/2014-31_IRB#TD-9675).

Electronic submission of Forms W-9. [top](#) Requesters may establish a system for payees and payees' agents to submit Forms W-9 electronically, including by fax. A requester is anyone required to file an information return. A payee is anyone required to provide a TIN to the requester.

Payee's agent. [top](#) A payee's agent can be an investment adviser (corporation, partnership, or individual) or an introducing broker. An investment adviser must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940. The introducing broker is a broker-dealer that is regulated by the SEC and the National Association of Securities Dealers, Inc., and that is not a payer. Except for a broker who acts as a payee's agent for "readily tradable instruments," the adviser or broker must show in writing to the payer that the payee authorized the adviser or broker to transmit the Form W-9 to the payer.

Generally, the electronic system must do the following.

1. Ensure the information received is the information sent and document all occasions of user access that result in the submission.
2. Make reasonably certain the person accessing the system and submitting the form is the person identified on Form W-9.
3. Provide the same information as the paper Form W-9.
4. Be able to supply a hard copy of the electronic Form W-9 if the IRS requests it.
5. Require as the final entry in the submission an electronic signature by the payee whose name is on Form W-9 that authenticates and verifies the submission. The electronic signature must be under penalties of perjury and the perjury statement must contain the language of the paper Form W-9.

TIP. *For Forms W-9 that are not required to be signed, the electronic system need not provide for an electronic signature or a perjury statement.*

Additional requirements may apply. See Announcement 98-27, available on page 30 of Internal Revenue Bulletin 1998-15 at [IRS.gov/pub/irs-irbs/irb98-15.pdf](https://irs.gov/pub/irs-irbs/irb98-15.pdf), and Announcement 2001-91, available on page 221 of Internal Revenue Bulletin 2001-36 at [IRS.gov/pub/irs-irbs/irb01-36.pdf](https://irs.gov/pub/irs-irbs/irb01-36.pdf).

Electronic submission of Forms W-9S. [top](#) See the [Instructions](#) for Forms 1098-E and 1098-T.

L. Account Number Box on Forms [Return to top](#)

Use the account number or policy number box on Forms 1097, 1098, 1099, 3921, 3922, and 5498 for an account number designation. The account number is required if you have multiple accounts for a recipient for whom you are filing more than one information return of the same type. The account number is also required if you are an FFI making the election described in Regulations section 1.1471-4(d)(5)(i)(A) or (B) or are a U.S. payer reporting as described in Regulations section 1.1471-4(d)(2)(iii)(A). Additionally, the IRS encourages you to include the recipient's account number on paper forms if your system of records uses the account number rather than the name or TIN for identification purposes. Also, the IRS will include the account number in future notices to you about backup withholding. See [Pub. 1220](#) if you are filing electronically.

The account number may be a checking account number, savings account number, brokerage account number, serial number, loan number, or policy number, or any other number you assign to the payee that is unique and will distinguish the specific account. This number must not appear anywhere else on the form, and this box may not be used for any other item unless the separate instructions indicate otherwise. Using unique account numbers ensures that corrected information returns will be processed accurately.

If you are using window envelopes to mail statements to recipients and using reduced rate mail, be sure the account number does not appear in the window. The U.S. Postal Service may not accept these for reduced rate mail.
