



# Washington State Department of Enterprise Services

## Preparing your 1099-MISC for printing and mailing

**First -VOID** all 1099-MISC forms that do not meet the dollar amount threshold.

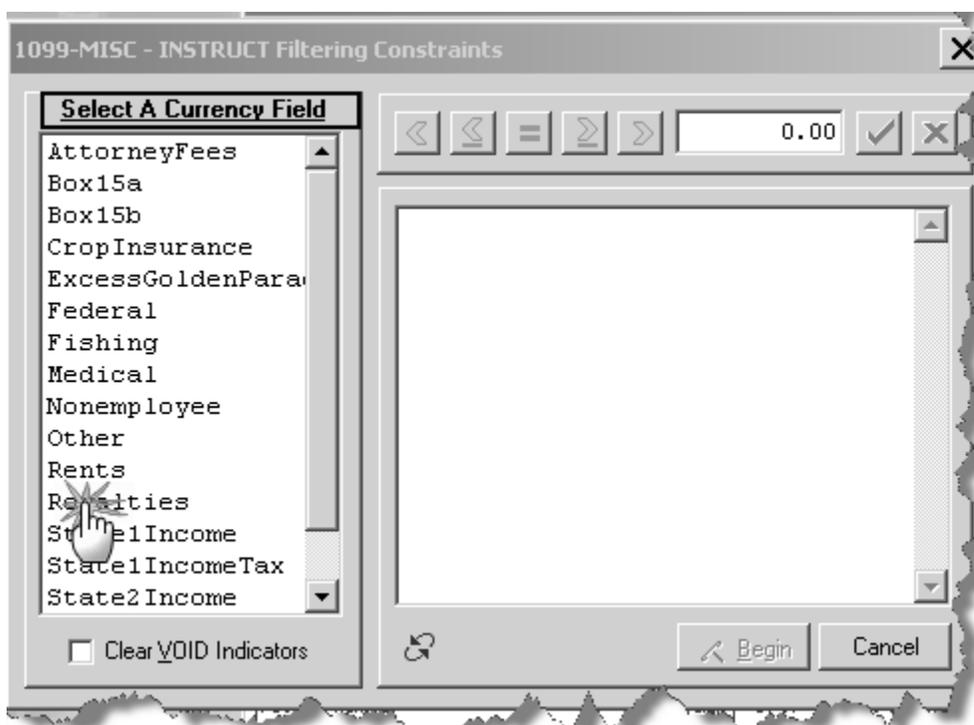
**Second -Clear Printed** flag for all 1099-MISC that you want DES to print and mail on your behalf.



## First - **Void 1099-MISC** not meeting **amount** requirement [Tools\Filtering]

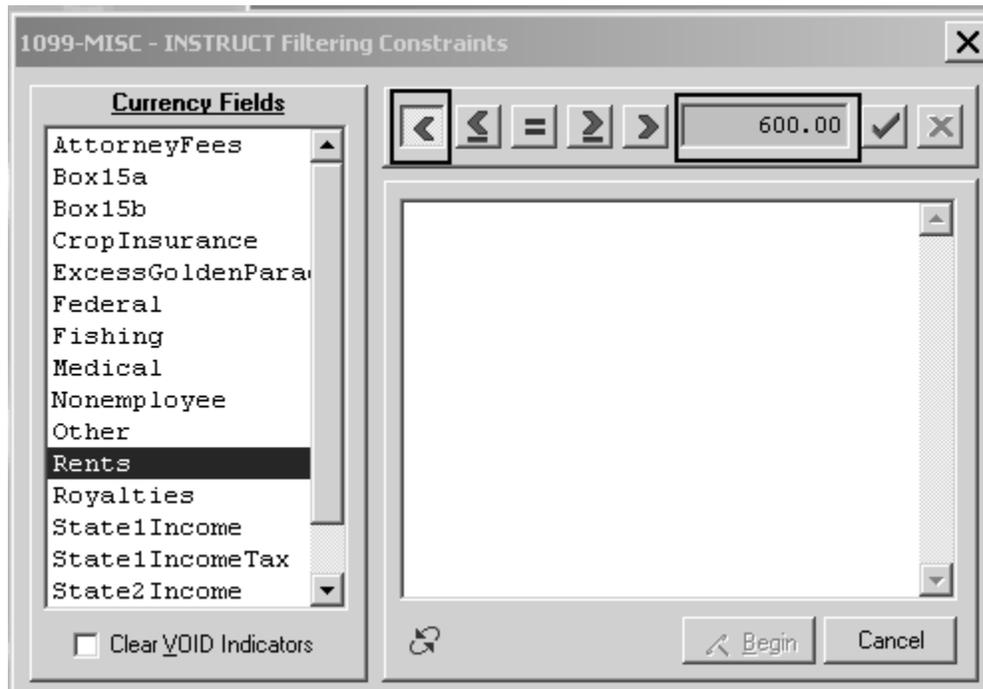
**First** – you want to **VOID** all 1099-MISC that do not meet the dollar amount threshold.

1. *Open up your Client Agency*
2. *Open the 1099-MISC forms for your agency.*
3. *Click “Tools” and then “Filtering”*
4. *Click on an IRS type in the “Select a Currency Field” section of the Filtering tool.*

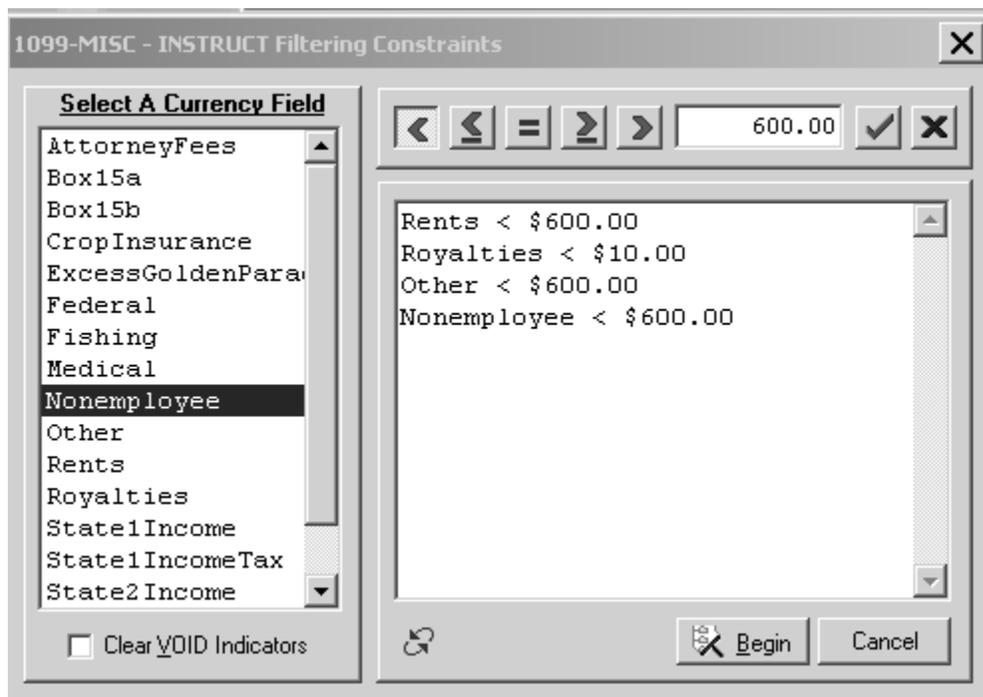


For example, the reportable amount for “**Rents**” is amount equal to or greater than \$600. In this example, you would select “Rents” in the Select A Currency Field section, then in the operator section, select the “less than” operator  and enter “600.00” in the amount field.

First - **Void 1099-MISC** not meeting **amount** requirement  
[Tools\Filtering]

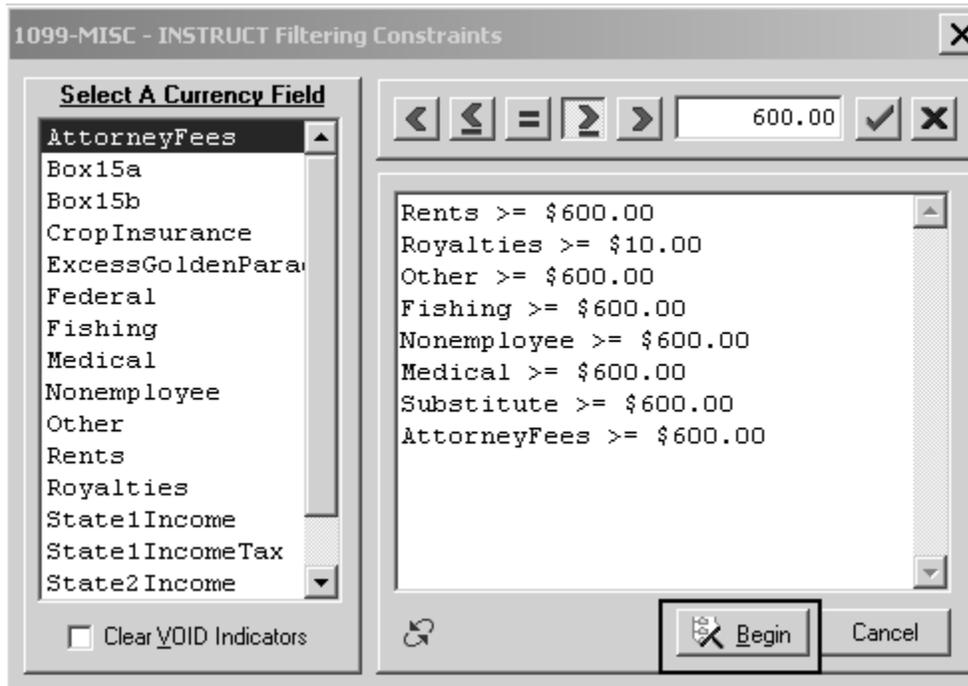


5. Click on the green checkmark  to **save setting**.
6. *Continue* amount threshold setting for the rest of the IRS amount.



First - **Void 1099-MISC** not meeting **amount** requirement  
[Tools\Filtering]

7. When you are done with all your amount filtering, *Click Begin*.



8. *Click "Yes"* to confirm filtered records to be marked **VOID** to confirm the filtered records to be marked VOID.



Using the sample data from training, the following forms should be marked "**VOID**"

- Trinh Rent Train Vendor 4 (or Hawks Senja L) - \$50
- Trinh Rent Train Vendor 9 - \$500
- Trinh training vendor 11 - \$500
- Trinh Rent Train Vendor 13 - \$6.50
- (a blank form that was created for the column header) - \$0.00

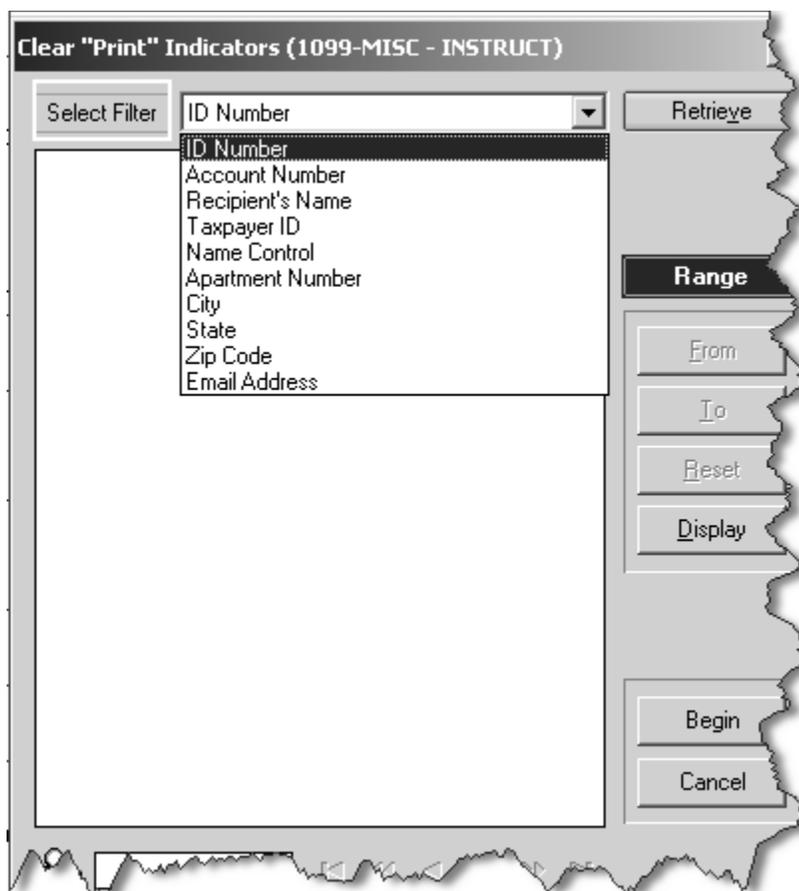
First - Void 1099-MISC not meeting amount requirement  
[Tools\Filtering]

1099-MISC - INSTRUCT														
ID # 4		<input checked="" type="checkbox"/> VOID		<input type="checkbox"/> CORR (G)		<input type="checkbox"/> CORR (C)		<input checked="" type="checkbox"/> Efile		<input checked="" type="checkbox"/> 1096		<input type="checkbox"/> Printed		
PAYER'S name, street address, city, state, ZIP code, and telephone number					1 Rents			\$ 50.00		OMB No. 1545-0115				
AGENCY NAME					2 Royalties			\$ 0.00		<b>2012</b> <b>1099-MISC</b>				
AGENCY NAME LINE 02					3 Other income			\$ 0.00						
ADDRESS LINE 1					4 Federal income tax withheld			\$ 0.00						
ADDRESS LINE 2					5 Fishing boat proceeds			\$ 0.00		6 Medical and health care				
CITY WA 98504					6 RECIPIENT'S ID Number			388347105		7 Nonemployee compensation				
Telephone: 360-407-8011					8 Substitution payments...			\$ 0.00		9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input type="checkbox"/>				
PAYER'S Federal ID Number			TIN Type		RECIPIENT'S name			NAME CTRL		10 Crop insurance proceeds				
01-2345678			SSN		TRINH RENT TRAIN VENDOR 4					\$ 0.00				
17554 N LONESOME DOVE TRAIL					Street address			APT.						
City			State		Zip Code		Zip Ext.		11					
SURPRISE			AZ		85374				12					
Account number			Foreign		CFSP		USPS DP		2nd TIN		13 Excess golden parachute		14 Gross proceeds paid to...	
			<input type="checkbox"/>						<input type="checkbox"/>		\$ 0.00		\$ 0.00	
15a Section 409A deferrals			15b Section 409A income			State 1		16 State 1 tax withheld		18 State 1 income				
\$ 0.00			\$ 0.00					\$ 0.00		\$ 0.00				
						State 2		16 State 2 tax withheld		18 State 2 income				
								\$ 0.00		\$ 0.00				
E-Mail:														

## Second- **Clear** Printed flag [Tools\Clear Print Indicators]

**Second** – you want to **Clear Printed** flag for all 1099-MISC that you want DES to print and mail on your behalf.

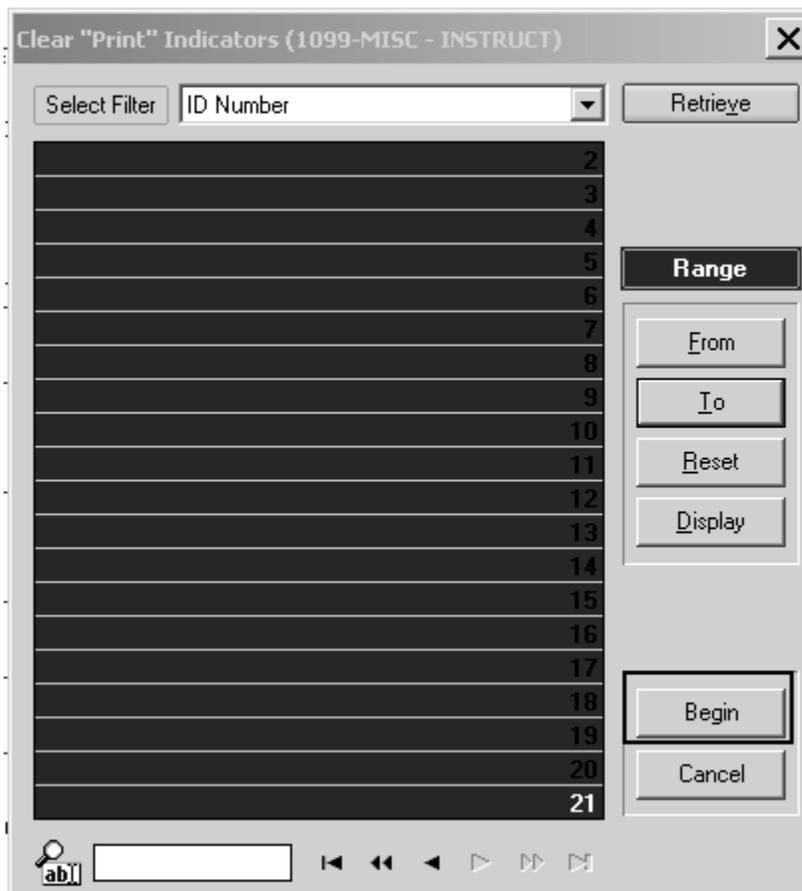
1. Open up your **Client Agency**
2. Open the **1099-MISC** forms for your agency.
3. Click **“Tools”** and then **“Clear Print Indicators”**
4. **Select Filter** to retrieve data. For example, ID Number



5. Click **“Retrieve”**
6. **Highlight** the ID Number to start, for example, “1” and **click “From”**

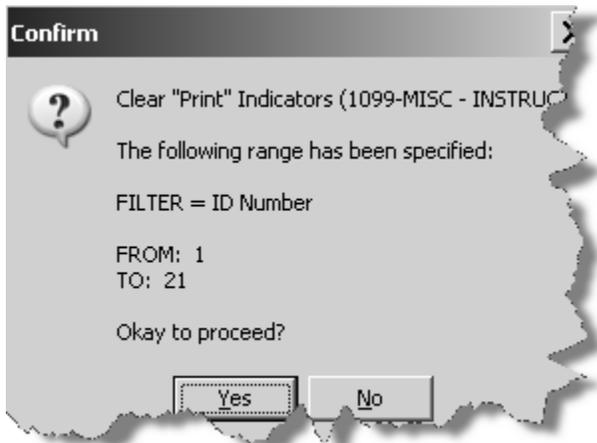
## Second- **Clear** Printed flag [Tools\Clear Print Indicators]

- Using the arrow with a bar (locate at the bottom of the Clear Print Indicator dialogue” to navigate to the last ID Number and highlight it, i.e. “21” and *click* “To”
- Once the range of data to initiate action is selected, *click* “Begin”



- Click* “Yes” to confirm **Clear “Print”** Indicators

Second- Clear Printed flag  
 [Tools\Clear Print Indicators]



10. Make a note of Printed flag unchecked

The screenshot shows the "1099-MISC - INSTRUCT" form. At the top right, the "Printed" checkbox is unchecked and highlighted with a red box. The form contains the following data:

PAYER'S name, street address, city, state, ZIP code, and telephone number				1 Rents	OMI No. 1645 0116	
AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504  Telephone: 360-407-8011				\$112,544.88	2012 1099-MISC	
PAYER'S Federal ID Number: 01-2345678				2 Royalties		\$0.00
TIN Type: SSN				3 Other income		\$0.00
RECIPIENT'S ID Number: 043758121				4 Federal income tax withheld	\$0.00	
RECIPIENT'S name TRINH RENT TRAIN VENDOR 1 6416 PACIFIC HWY E				5 Fishing boat proceeds	\$0.00	
Street address				6 Medical and health care	\$0.00	
City: FIFE, State: WA, Zip Code: 98424, Zip Ext: 1561				7 Nonemployee compensation	\$0.00	
Account number				8 Substitute payments...	\$0.00	
15a Section 409A deferrals: \$0.00				9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale =>	<input type="checkbox"/>	
15b Section 409A income: \$0.00				10 Crop insurance proceeds	\$0.00	
State 1				11	12	
State 2				13 Excess golden parachute	\$0.00	
State 1				14 Gross proceeds paid to...	\$0.00	
State 2				16 State 1 tax withheld	\$0.00	
State 1				16 State 2 tax withheld	\$0.00	
State 2				18 State 1 income	\$0.00	
State 1				18 State 2 income	\$0.00	

## Second- Clear Printed flag – for the VOID form

11. There is not an amount filter for **Printed flag** clear.

If you do not want DES to mail out 1099-MISC that were VOID due to amount not meeting threshold, you will need to go through each one of the form with a VOID checked and **check the Printed flag**.

**1099-MISC - INSTRUCT**

ID # 4

VOID  CORR (G)  CORR (C)  Efile  1096  Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number

AGENCY NAME  
AGENCY NAME LINE 02  
ADDRESS LINE 1  
ADDRESS LINE 2  
CITY WA 98504  
Telephone: 360-407-8011

1 Rents \$50.00  
2 Royalties \$0.00  
3 Other income \$0.00  
4 Federal income tax withheld \$0.00

OMB No. 1545-0119  
**2012**  
**1099-MISC**

PAYER'S Federal ID Number 01-2345678 TIN Type SSN RECIPIENT'S ID Number 988347105

5 Fishing boat proceeds \$0.00  
6 Medical and health care \$0.00

RECIPIENT'S name TRINH RENT TRAIN VENDOR 4  
17554 N LONESOME DOVE TRAIL  
NAME CTRL

7 Nonemployee compensation \$0.00  
8 Substitute payments \$0.00

Street address APT. 9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale =>

10 Crop insurance proceeds \$0.00

City SURPRISE State AZ Zip Code 85374 Zip Ext. 11 12

Account number Foreign  CFSP USPS DP 2nd TIN  13 Excess golden parachute \$0.00 14 Gross proceeds paid to \$0.00

15a Section 409A deferrals \$0.00 15b Section 409A income \$0.00

State 1 16 State 1 tax withheld \$0.00 18 State 1 income \$0.00  
State 2 16 State 2 tax withheld \$0.00 18 State 2 income \$0.00

E-Mail:

If you have already managed this type of returns outside of Account Ability, you do not have to do this in Account Ability. For example, if you've leveraged the use of pivot tables in your Excel spreadsheet, summarized all payments for a vendor, and deleted those not meeting the amount threshold; you do not have to do this in Account Ability.

## Printing and Mailing 1099-MISC to Recipients – DES is responsible for printing and mailing forms on behalf of Agencies

1. DES is responsible for printing and mailing of your 1099-MISC forms.
2. Check the “**1099 Processing Schedule for Year 2012**” calendar – Pay attention to when is the last day to make changes to 1099-MISC data in Account Ability.
3. Prior to cut-off date, Agency needs to make sure that the forms are ready for printing and mailing.
4. How does Agency ensure that forms are ready for printing by cut-off date? **Uncheck “Printed”** checkbox is the key – these forms are ready for printing and mailing.
5. Agency can uncheck one by one through navigation of each form.
6. Agency can also use the Tools menu, select “**Clear Print Indicators...**” option to clear the Printed flag for all forms.



7. **Assumption:** the forms are ready for printing and mailing. Nothing more needs to be done to the forms.
8. **DES is responsible for printing and mailing of Agencies' 1099-MISC.**

## Printing and Mailing 1099-MISC - Print Forms for Selected Record

Print and Mail in Account Ability.

1. Open up your **Client Agency**
2. Open the **1099-MISC** forms for your agency
3. Locate the 1099-MISC that you wish to print by using the navigation arrows from the toolbar (to the right).



Home



Left



Right



End

4. The “Printed” box at the top of the 1099 form needs to be **unchecked**.
5. Click on “File” to open up the dropdown menu
6. Click on **Print Forms for Selected Record** and you will receive the following message:
  - a. You are requesting to print forms for the selected recipient only. Okay to Proceed?
    - i. Yes - allows you to proceed
    - ii. No - returns you to the 1099-MISC forms
7. The **Print Setup** screen will be visible. From this screen you will need to **locate your printer** in the NAME dropdown and *select* it.

**CAREFUL CONSIDERATION** - All printers in Agency’s building will be in the NAME dropdown list. Please be careful in your selection of printer.

The printer names show up may look similar to your printer but may not actually be your printer.

## Printing and Mailing 1099-MISC - Print Forms for Selected Record

Please be careful that you are **selecting your printer**. Selecting someone else's printer will result in your 1099-MISC form being printed at an unintended printer.

The screenshot shows a 'Print Setup' dialog box overlaid on a 1099-MISC form. The dialog box has the following fields:

- Printer:**
  - Name: 3074\_02\_C on encmsoly1005 (from OFM1)
  - Status: Ready
  - Type: Citrix Universal Printer
  - Where: Room 3074 3rd Floor East
  - Comment: Auto Created Client Printer OFM10999
- Paper:**
  - Size: Letter (8.5 x 11")
  - Source: Automatically Select
- Orientation:**
  - Portrait (selected)
  - Landscape

Buttons in the dialog box include 'Network...', 'OK', and 'Cancel'. The 'OK' button is highlighted with a mouse cursor.

The background 1099-MISC form includes the following information:

- 1099-MISC - IN...
- ID # 1
- PAYER'S name, street address, AGENCY NAME, ADDRESS LINE 1, ADDRESS LINE 2, CITY WA 98504
- Telephone: 360
- PAYER'S Federal ID Number: 01-2345678
- RECIPIENT'S name: TRINH RENT TR.
- 6416 PACIFIC I
- Street address
- City: FIFE, State: WA, Zip Code: 98424, Zip Ext.: 1561
- Account number, Foreign, CFSP, USPS DP, 2nd TIN, 13 Excess golden parachute, 14 Gross proceeds paid to...
- 15a Section 409A deferrals: \$0.00, 15b Section 409A income: \$0.00
- State 1: 16 State 1 tax withheld: \$0.00, 18 State 1 income: \$0.00
- State 2: 16 State 2 tax withheld: \$0.00, 18 State 2 income: \$0.00
- E-Mail:

8. Click **OK**.

9. You now have the **GDI Print Options** screen displayed.

Please verify again that your **Printer** selection is your printer.

## Printing and Mailing 1099-MISC - Print Forms for Selected Record

The screenshot shows the '1099-MISC - INSTRUCT' application window. A 'GDI Print Options' dialog box is open, with a red box highlighting its title bar. The dialog box contains the following sections:

- Target Printer:** Printer: 3074\_02\_C on encmsoly1005 (fr... NOT BATCHED, Server: LOCAL, Port: Client:2:\encmsoly1005\3074\_02\_, Location: Room 3074 3rd Floor East (NO CLIPPING)
- Client Information:** Client ID: INSTRUCT, Name: AGENCY NAME, Contact: Contact Trinh Bui, Telephone: 360-407-8011
- Designated Forms:**
  - Preprinted 1099-MISC
  - Copy B for Recipient
  - Copy C for Payer
  - N/A
  - Copy 1 for State Tax Department
  - Copy 2 for Recipient's State Return
  - N/A
  - Summary 1096
  - Mark as printed
  - Truncate social security numbers
  - Fed Copy A 0.00 0.00
  - INSTRUCTIONS
  - INSTRUCTIONS
  - Pressure Seal
  - Info Copy 0.00 0.00
  - SSA Approved
- Messages:** (Empty)

The background form shows the following information:

- PAYER'S name, street address, city, state, zip:** AGENCY NAME, AGENCY NAME LINE 02, ADDRESS LINE 1, ADDRESS LINE 2, CITY WA 98504
- Telephone:** 360-407-8011
- PAYER'S Federal ID Number:** 01-2345678
- RECIPIENT'S name:** TRINH RENT TRAIN VE, 6416 PACIFIC HWY E
- Street address:** (Empty)
- City:** FIFE
- Account number:** (Empty)
- 15a Section 409A deferrals:** \$0.00

On the right side, there is a table with the following data:

Code	Description	Amount
1096	Printed	
OMB No. 1545-0115		
	<b>2012</b>	
	<b>1099-MISC</b>	
4	Federal income tax withheld	\$0.00
6	Medical and health care	\$0.00
8	Substitute payments...	\$0.00
10	Crop insurance proceeds	\$0.00
12		
14	Gross proceeds paid to...	\$0.00
18	State 1 income	\$0.00
18	State 2 income	\$0.00

10. In the **Designated Forms**, select the type of form you wish to print.

For example, if you need to reprint a **Copy B for Recipient**, put a check mark in this selection box.

The required form for recipient would be **COPY B FOR RECIPIENT**. Agency has the option to choose **Copy C for Payer** to keep on file. Note: Do not select any of the other form

## Printing and Mailing 1099-MISC - Print Forms for Selected Record

**GDI Print Options**

Target Printer  
Printer: 4263\_02\_C on despsoly010 (fro... **NOT BATCHED**  
Server: LOCAL  
Port: Client:2:\\despsoly010\4263\_02\_C  
Location: Room 4263 4th Floor West **(NO CLIPPING)**

Client Information  
Client ID: INSTRUCT  
Name: AGENCY NAME  
Contact: Contact Trinh Bui  
Telephone: 360-407-8011

Designated Forms

<input type="checkbox"/> Preprinted 1099-MISC	<input checked="" type="checkbox"/> Fed Copy A	0.00	0.00
<input checked="" type="checkbox"/> Copy B for Recipient	<input type="checkbox"/> INSTRUCTIONS		
<input type="checkbox"/> Copy C for Payer	<input type="checkbox"/> INSTRUCTION		
<input type="checkbox"/> N/A			
<input type="checkbox"/> Copy 1 for State Tax Department			
<input type="checkbox"/> Copy 2 for Recipient's State Return			
<input type="checkbox"/> N/A	<input type="checkbox"/> Pressure Seal		
<input type="checkbox"/> Summary 1096	<input type="checkbox"/> Info Copy	0.00	0.00
<input type="checkbox"/> Mark as printed	<input type="checkbox"/> SSA Approved		
<input type="checkbox"/> Truncate social security numbers	[ SINGLE RECORD ]		

Messages

0% ? Help Print Close

### 11. Click Print

If COPY B FOR RECIPIENT was selected in the Designated Forms, the form would print like this:

# Printing and Mailing 1099-MISC - Print Forms for Selected Record

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no.  <b>AGENCY NAME</b> <b>AGENCY NAME LINE 02</b> <b>ADDRESS LINE 1</b> <b>ADDRESS LINE 2</b> <b>CITY WA 98504</b>  <b>Telephone: 360-407-8011</b>		<b>1</b> Rents \$ <b>112544.88</b>	OMB No. 1545-0115  <div style="font-size: 2em; font-weight: bold; text-align: center;">2012</div> Form <b>1099-MISC</b>	<b>Miscellaneous Income</b>
PAYER'S Federal identification number <b>01-2345678</b>		<b>2</b> Royalties \$	<b>3</b> Other income \$	<b>4</b> Federal income tax withheld \$
RECIPIENT'S identification number <b>043-75-8121</b>		<b>5</b> Fishing boat proceeds \$	<b>6</b> Medical and health care payments \$	<b>Copy B For Recipient</b>  This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
RECIPIENT'S name, street address, city, state, and ZIP code  <b>TRINH RENT TRAIN VENDOR 1</b> <b>6416 PACIFIC HWY E</b> <b>FIFE WA 98424-1561</b>		<b>7</b> Nonemployee compensation \$	<b>8</b> Substitute payments in lieu of dividends or interest \$	
Account number (see instructions)		<b>9</b> Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$	<b>10</b> Crop insurance proceeds \$	
<b>11</b>		<b>12</b>	<b>13</b> Excess golden parachute payments \$	
<b>15a</b> Section 409A deferrals \$	<b>15b</b> Section 409A income \$	<b>16</b> State tax withheld \$	<b>17</b> State/Payer's state no. \$	<b>18</b> State income \$

Form 1099-MISC (Keep for your records) Department of the Treasury - Internal Revenue Service

12. Make a note of the Messages and total returns printed.  
 Click Close

Messages

Total returns printed for each designated form: 1

## Printing and Mailing 1099-MISC - Print Forms for Selected Record

**GDI Print Options**

**Target Printer**  
Printer: CutePDF Writer (from OFM10999... NOT BATCHER)  
Server: LOCAL  
Port: Client:2:CutePDF Writer  
Location: (NO CLIPPING)

**Client Information**  
Client ID: INSTRUCT  
Name: AGENCY NAME  
Contact: Contact Trinh Bui  
Telephone: 360-407-8011

**Designated Forms**

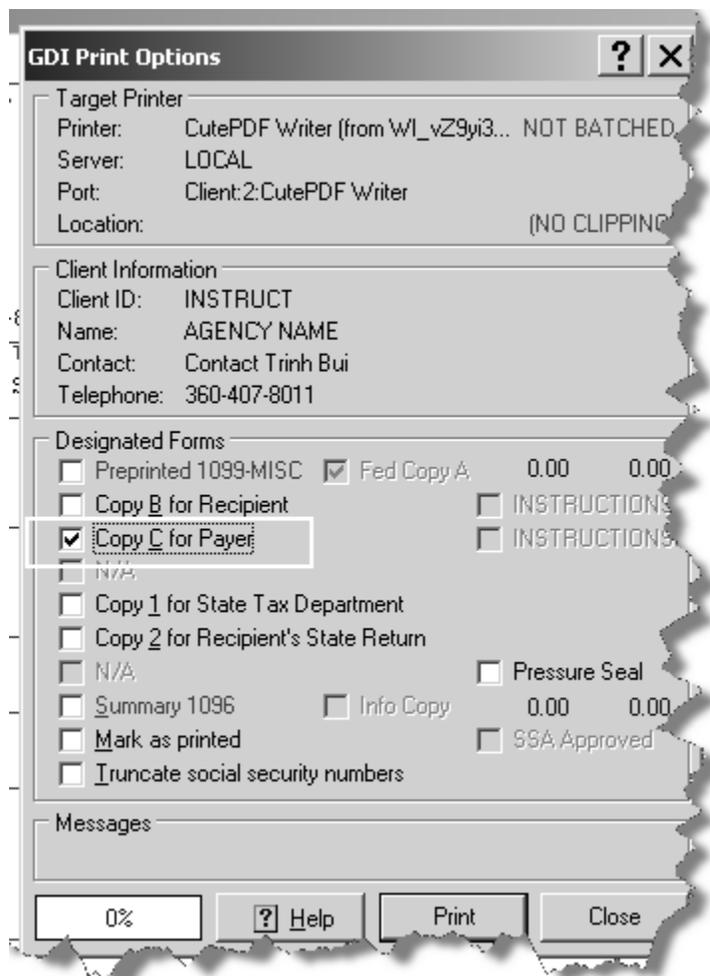
<input type="checkbox"/> Preprinted 1099-MISC	<input checked="" type="checkbox"/> Fed Copy A	0.00	0.00
<input type="checkbox"/> Copy B for Recipient	<input type="checkbox"/> INSTRUCTION		
<input type="checkbox"/> Copy C for Payer	<input type="checkbox"/> INSTRUCTIONS		
<input type="checkbox"/> N/A			
<input type="checkbox"/> Copy 1 for State Tax Department			
<input type="checkbox"/> Copy 2 for Recipient's State Return			
<input type="checkbox"/> N/A	<input type="checkbox"/> Pressure Seal		
<input type="checkbox"/> Summary 1096	<input type="checkbox"/> Info Copy	0.00	0.00
<input type="checkbox"/> Mark as printed	<input type="checkbox"/> SSA Approved		
<input type="checkbox"/> Truncate social security numbers	[ SINGLE RECORD ]		

**Messages**  
Total returns printed for each designated form: 1

100% [?] Help Print Close

## Printing and Mailing 1099-MISC to Recipients – Print Forms – “Copy C for Payor”

1. *Open up your Client Agency*
2. *Open the 1099-MISC forms for your agency*
3. *Click on “File” to open up the dropdown menu.*
4. *Click “Print Forms”*
5. The “**Print Setup**” dialogue box will be visible. From this screen, **locate your printer** in the NAME dropdown and *select* it.
6. *Click “OK”*
7. You now have the “**GDI Print Options**” dialogue box. *Check “Copy C for Payer”*



8. *Click “Print”* -

The Messages box will display 100% completion and total returns printed for each designated form: 21

## Printing and Mailing 1099-MISC to Recipients – Print Forms – “Copy C for Payer”

**GDI Print Options**

**Target Printer**  
Printer: Client\OFM10999#\despsoly0... NOT BATCHED  
Server: LOCAL  
Port: Client\OFM10999#\despsoly010'  
Location: Room 4263 4th Floor West (NO CLIPPING)

**Client Information**  
Client ID: INSTRUCT  
Name: AGENCY NAME  
Contact: Contact Trinh Bui  
Telephone: 360-407-8011

**Designated Forms**

<input type="checkbox"/> Preprinted 1099-MISC	<input checked="" type="checkbox"/> Fed Copy A	0.00	0.00
<input type="checkbox"/> Copy B for Recipient			<input type="checkbox"/> INSTRUCTIONS
<input type="checkbox"/> Copy C for Payer			<input type="checkbox"/> INSTRUCTIONS
<input type="checkbox"/> N/A			
<input type="checkbox"/> Copy 1 for State Tax Department			
<input type="checkbox"/> Copy 2 for Recipient's State Return			
<input type="checkbox"/> N/A			<input type="checkbox"/> Pressure Seal
<input type="checkbox"/> Summary 1096	<input type="checkbox"/> Info Copy	0.00	0.00
<input type="checkbox"/> Mark as printed			<input type="checkbox"/> SSA Approved
<input type="checkbox"/> Truncate social security numbers			

**Messages**  
Total returns printed for each designated form: 21

100%    ? Help    Print    Close

**Careful consideration:** Note that if 21 forms were printed (as illustrated in the training examples). What this means is that it is printing all forms created, even those that may not meet the dollar amount threshold.

If 16 forms were printed, this means that you have filtered the amount threshold and “VOID” those forms not meeting the dollar amount threshold.

## Printing and Mailing 1099-MISC to Recipients - Print Forms - "Copy C for Payer"

**GDI Print Options** [?] [X]

**Target Printer**  
Printer: CutePDF Writer (from OFM10999... NOT BATCHED)  
Server: LOCAL  
Port: Client:2:CutePDF Writer  
Location: (NO CLIPPING)

**Client Information**  
Client ID: INSTRUCT  
Name: AGENCY NAME  
Contact: Contact Trinh Bui  
Telephone: 360-407-8011

**Designated Forms**

<input type="checkbox"/> Preprinted 1099-MISC	<input checked="" type="checkbox"/> Fed Copy A	0.00	0.00
<input type="checkbox"/> Copy B for Recipient	<input type="checkbox"/> INSTRUCTIONS		
<input type="checkbox"/> Copy C for Payer	<input type="checkbox"/> INSTRUCTIONS		
<input type="checkbox"/> N/A			
<input type="checkbox"/> Copy 1 for State Tax Department			
<input type="checkbox"/> Copy 2 for Recipient's State Return			
<input type="checkbox"/> N/A	<input type="checkbox"/> Pressure Seal		
<input type="checkbox"/> Summary 1096	<input type="checkbox"/> Info Copy	0.00	0.00
<input type="checkbox"/> Mark as printed	<input type="checkbox"/> SSA Approved		
<input type="checkbox"/> Truncate social security numbers			

**Messages**  
Total returns printed for each designated form: 16

100% [?] Help Print Close

# Printing and Mailing 1099-MISC to Recipients - Pre-printed Form Selection

-8011			
TIN Type EIN ▾	RECIPIENT'S ID Number 043758121		
BOX 1		NAME CTRL	
<p><b>What does "Preprinted 1099-MISC" look like?</b></p>			
	State WA	Zip Code 98424	Zip Ext. 1561
Foreign <input type="checkbox"/>	CFSP	USPS DP	2nd TIN <input type="checkbox"/>
15b Section 409A income \$0.00		State 1	State 2

**GDI Print Options**

Target Printer  
Printer: Adobe PDF  
Server: LOCAL  
Port: Documents\\*.pdf  
Location:

Client Information  
Client ID: AGENCYID  
Name: AGENCY NAME  
Contact:  
Telephone: 360-407-8011

Designated Forms  
 Preprinted 1099-MISC  Fed Copy  
 Copy B for Recipient  
 Copy C for Payer  
 N/A  
 Copy 1 for State Tax Department  
 Copy 2 for Recipient's State Return  
 N/A  
 Summary 1096  Info Copy  
 Mark as printed  
 Truncate social security numbers

# Printing and Mailing 1099-MISC to Recipients - Pre-printed Form Selection

**sample of Pre-printed Form selection**

AGENCY NAME  
AGENCY NAME LINE 02 112544.88  
ADDRESS LINE 1  
ADDRESS LINE 2  
CITY WA 98504

Telephone: 360-407-8011

01-2345678 04-3758121

TRINH TRAINING VENDOR 1  
6416 PACIFIC HWY E

FIFE WA 98424-1561

## Printing and Mailing 1099-MISC to Recipients - Summary 1096

**GDI Print Options**

Target Printer  
 Printer: Adobe PDF NOT BATCHED  
 Server: LOCAL  
 Port: Documents\\*.pdf  
 Location: (NO CLIPPING)

Client Information  
 Client ID: AGENCYID  
 Name: AGENCY NAME  
 Contact:  
 Telephone: 360-407-8011

Designated Forms  
 Preprinted 1099-MISC  Fed Copy A 0.00 0.00  
 Copy B for Recipient  INSTRUCTIONS  
 Copy C for Payer  INSTRUCTIONS  
 N/A  
 Copy 1 for State Tax Department  
 Copy 2 for Recipient's State Return  
 N/A  
 Summary 1096  Info Copy 0.00 0.00  
 Pressure Seal  
 SSA Approved  
 Truncate social security numbers [SINGLE RECORD]

Messages

100% ? Help Print Close

If amount threshold was not set to VOID those less than threshold amount, and you've "Rollup" records, you should have 21 forms.

**Summary 1096**

AGENCY NAME  
 AGENCY NAME LINE 02

ADDRESS LINE 1  
 ADDRESS LINE 2

CITY WA 98504

Contact Trinh Bui 360 407-8011

01-2345678 21 7999999.80

Total returns created by client Total Dollars

If you've **VOID** the forms that has amount less than threshold, you should see 16 returns for your Client ID.

# Printing and Mailing 1099-MISC to Recipients - Summary 1096

AGENCY NAME  
AGENCY NAME LINE 02

ADDRESS LINE 1  
ADDRESS LINE 2

CITY WA 98504

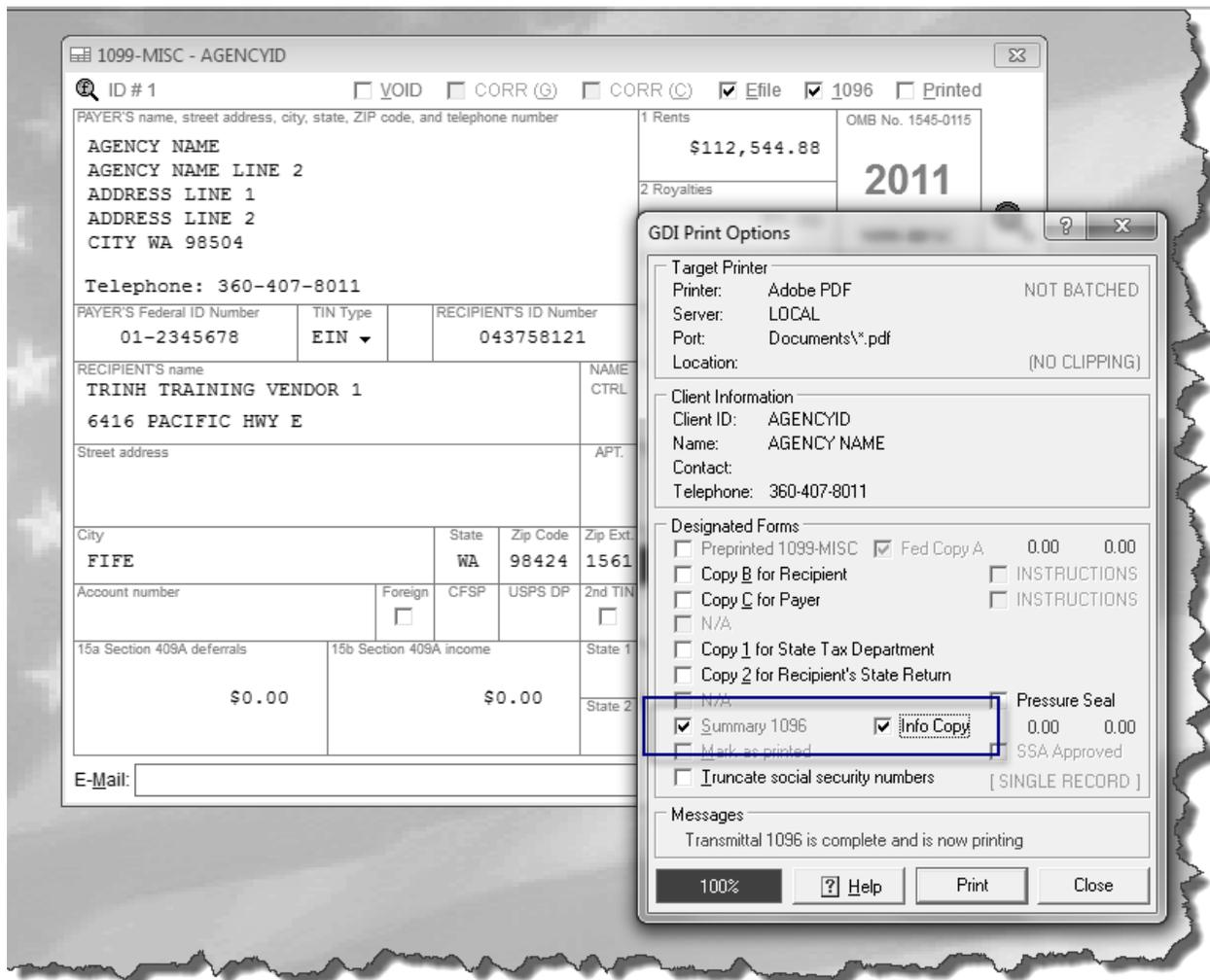
Contact Trinh Bui 360 407-8011

01-2345678

16

7998943.30

# Printing and Mailing 1099-MISC to Recipients - Summary 1096 & Info Copy



# Printing and Mailing 1099-MISC to Recipients - Summary 1096 & Info Copy

If amount threshold was not set to VOID those less than threshold amount, and you've "Rollup" records, you should have 21 forms.

<b>INFORMATION COPY - DO NOT FILE WITH IRS</b>															
Form <b>1096</b> Department of the Treasury Internal Revenue Service		<b>Annual Summary and Transmittal of U.S. Information Returns</b>										OMB No. 1545-0108 <b>2012</b>			
FILER'S Name and Address  <b>AGENCY NAME</b> <b>AGENCY NAME LINE 02</b> <b>ADDRESS LINE 1</b> <b>ADDRESS LINE 2</b> <b>CITY WA 98504</b>										<b>INFORMATION COPY - DO NOT FILE WITH IRS</b>					
Name of person to contact <b>Contact Trinh Bui</b>						Telephone number <b>360-407-8011</b>				Email address					
1 Employer ID number <b>01-2345678</b>						2 Social security number				3 Total no. of forms <b>21</b>		4 Federal tax withheld		5 Total reported with this 1096 <b>7999999.80</b>	
6 Enter an "X" in only one box below to indicate the type of form being filed.										7 If this is your final return, enter an "X" here . . . . . <input type="checkbox"/>					
W-2G	1097-BTC	1098	1098-C	1098-E	1098-T	1099-A	1099-B	1099-C	1099-CAP	1099-DIV	1099-G	1099-H	1099-INT		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1099-K	1099-LTC	1099-MISC	1099-OID	1099-PATR	1099-Q	1099-R	1099-S	1099-SA	3921	3922	5498	5498-ESA	5498-SA		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>THIS IS AN INFORMATION COPY - DO NOT FILE THIS COPY WITH THE INTERNAL REVENUE SERVICE.</b>															

# Printing and Mailing 1099-MISC to Recipients - Summary 1096 & Info Copy

If you've VOID the forms that has amount less than threshold, you should see 16 returns for your Client ID.

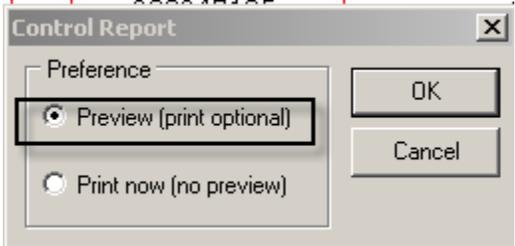
INFORMATION COPY - DO NOT FILE WITH IRS													
Form <b>1096</b> Department of the Treasury Internal Revenue Service		Annual Summary and Transmittal of U.S. Information Returns										OMB No. 1545-0108 <b>2012</b>	
FILER'S Name and Address  AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504										INFORMATION COPY - DO NOT FILE WITH IRS			
Name of person to contact <b>Contact Trinh Bui</b>						Telephone number <b>360-407-8011</b>							
Email address						Fax number							
1 Employer ID number <b>01-2345678</b>		2 Social security number		3 Total no. of forms <b>16</b>		4 Federal tax withheld		5 Total reported with this 1096 <b>7998943.30</b>					
6 Enter an "X" in only one box below to indicate the type of form being filed.										7 If this is your final return, enter an 'X' here . . . . . <input type="checkbox"/>			
W-2G	1097-BTC	1098	1098-C	1098-E	1098-T	1099-A	1099-B	1099-C	1099-CAP	1099-DIV	1099-G	1099-H	1099-INT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-K	1099-LTC	1099-MISC	1099-OID	1099-PATR	1099-Q	1099-R	1099-S	1099-SA	3021	3022	5498	5498-ESA	5498-SA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Print Control Report

### [File\Control Report]

1. Open up your **Client Agency**
2. Open the **1099-MISC** forms for your agency
3. Click on “File” to open up the dropdown menu
4. Select “**Control Report**”
5. Select your Preference

<p>Preview (print optional)</p> 	<p>It is recommended that you select the “<b>Preview (print optional)</b>” first. This option will give you an opportunity to validate that you have selected your printer.</p>
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6. *Click OK*

# Print Control Report

## [File\Control Report]

Page 1

1099-MISC Control Report (2012)

01/15/13 10:52:22 AM

AGENCY NAME (INSTRUCT)

Taxpayer ID 01-2345678

Sorted by Natural Order

Name	Name and Address	Taxpayer ID	Boxes 1-10, 13-15, State Income and Withholding			
TRINH RENT TRAIN VENDOR 1 6416 PACIFIC HWY E  FIFE WA 98424-1561		043-75-8121	Box 1	112,544.88	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	0.00
			Box 15a	0.00	Box 15b	0.00
			0.00		0.00	
			0.00		0.00	
TRINH RENT TRAIN VENDOR 2 DBA MARTIN SELIG REAL ESTATE C/O NORTHERN TRUST BANK FSB 1414 4TH AVE SEATTLE WA 98101-2202		203-74-8058	Box 1	5,437,137.20	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	0.00
			Box 15a	0.00	Box 15b	0.00
			0.00		0.00	
			0.00		0.00	
TRINH RENT TRAIN VENDOR 3 1612 S MILDRED ST STE B  TACOMA WA 98406-0512		270-08-0977	Box 1	18,683.90	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	0.00
			Box 15a	0.00	Box 15b	0.00
			0.00		0.00	
			0.00		0.00	
TRINH RENT TRAIN VENDOR 4 17554 N LONESOME DOVE TRAIL  SURPRISE AZ 85374		388-34-7105	Box 1	50.00	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00
			Box 6	0.00	Box 9	0.00
			Box 15a	0.00	Box 15b	0.00
			0.00		0.00	
			0.00		0.00	
TRINH RENT TRAIN VENDOR 5 7711 MARTIN WAY E  OLYMPIA WA 98516-5622		452-69-7705	Box 1	348,626.52	Box 7	0.00
			Box 2	0.00	Box 8	0.00
			Box 3	0.00	Box 10	0.00
			Box 4	0.00	Box 13	0.00
			Box 5	0.00	Box 14	0.00