

1099 Electronic Filing

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Creates an electronic file for transmitting 1099 information to the IRS.

The IRS requires that 250 or more information returns must file electronically and encourages all electronic filing of 1099's.

You must have a TCC (Transmitter Control Code) already assigned by the IRS.

The application for a TCC is IRS Form 4419, Application for Filing Information Returns Electronically.

Review the required 1099 format, under Setup > Exports > 1099 Formats.

Edit each of the following fields of info before creating the electronic file.

- Path/file name, Contact Email, Contact Name, Contact Phone, and Transmitter Control Code (provided by the IRS).

Menu option Month End > 1099 Process:

- Create File.
- Select the year.
- Select the form.
- Format: Select the 1099 type to include in the file-1099 MISC or 1099-INT.
- Text File Output: Download (This will send the file to your downloads folder on PC)
- Click OK.

For more info, see [1099 Processing](#).
