

AccuPay 2020 Electronic 1099 Transmittal

Each Excel File Needs a Separate Transmittal

PLEASE NOTE: Non-Employee Compensation requires **NEW Form 1099-NEC**- needs separate Transmittal & Spreadsheet

Questions? Call us at (925) 945-1660

Name and Phone number of a contact person in case we have questions:		Your Acct Number		Payer Number	
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Verify Payer Information: (Make any corrections below):

Payer Info	Name:				
	Address:				
	City, State and Zip:				
	Federal ID Number:	California State Acct Number (optional)			
	Phone:				
Additional Options:	ACCUPAY to mail PAYEE copies @ \$1.10 each (price includes postage and envelopes.) <input type="checkbox"/>	Check to Mask SSN on Payee's copy of 1099 <input type="checkbox"/>	Number of PAYEE 1099 ENVELOPES wanted: <input type="text"/> (N/A if AccuPay is mailing for you)		
Form 1099-NEC Only: Complete only if DE542 desired.	Contact Person for DE542 (12 char) _____	Print DE542 for all CA payees with Non-EE Comp <input type="checkbox"/>	OR	Print DE542 for SELECTED payees only <input type="checkbox"/>	Nmbr of Additional BLANK DE542 Forms wanted _____

Tell us what type(s) of income you are reporting and provide check total(s) (required):

Describe the type of income being reported	1099 Box	Check Total (required)	AccuPay Use
Example: Non Employee Compensation	1	123,456.78	
Money Amount 1:			
Money Amount 2:			
Money Amount 3:			
Money Amount 4:			

Answer Questions below:

1. Payee names format:	(Must be consistent within the file.)	All FIRST name first <input type="checkbox"/>	LAST name first <input type="checkbox"/>
2. Tax Filing:	1099s are automatically filed electronically with the I.R.S. If money is taxable to California, a SEPARATE file will also be sent to California. NOTE: AccuPay does NOT participate in the combined Federal & State reporting program.	Check ONE box: Send ALL payees to California <input type="checkbox"/>	Send NO payees to California <input type="checkbox"/> Send payees with Calif addresses to California <input type="checkbox"/>
3. Tax ID Numbers:	Generally SSNs must be formatted with 2 dashes (e.g. 123-34-6789) and EINs must be formatted with one dash (e.g. 12-3456789). Unformatted SSNs and EINs will NOT be formatted on 1099 output.	Check here if you did NOT format with dashes <input type="checkbox"/>	
4. Shipping Instructions:	Select shipping method for your package: PrintBack(PDF) <input type="checkbox"/> Ground shipping <input type="checkbox"/>	Special Instructions:	

Send File to AccuPay:

If your file is password protected, what is the password? _____

E-MAIL:	tech@accupaysystems.com	FAX:	925-945-6544
OR	SECURE DATA LINK: accupayonline.com/file-exchange		
APAY USE		Discount	OVRD