

Accountant's
Name and Phone:

PAYER/FILER INFORMATION



Account # <input type="text"/>	Payer # <input type="text"/>	FORM TYPE CODE <input type="text"/>	N = NONEMPLOYEE COMP M = MISCELLANEOUS I = INTEREST D = DIVIDENDS R = RETIREMENT DIST. H = 1098 MTG INTEREST S = REAL ESTATE TRANS.	FEDERAL IDENTIFICATION NUMBER (DO NOT INCLUDE DASHES) <input type="text"/>	I.D. TYPE CODE <input type="text"/>	STATE CODE <input type="text"/>	1 = EIN 2 = SSN BLANK OR 01 = CALIFORNIA 98 = FOREIGN ENTITY 99 = OTHER STATES	CALIFORNIA ACCT. NUMBER FORM 1099-R AND 1099-NEC <input type="text"/>
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PAYEE NAMES MUST BE REPORTED CONSISTENTLY <input type="text"/> F = ALL First name first L = ALL Last name first	FINAL RETURN <input type="text"/> X = FINAL	MAIL PAYEE COPIES <input type="text"/> X = AccuPay to mail payee copies.	REPRO ONLY <input type="text"/> S = Suppress print. Elec. file will be updated.	CONFIDENTIAL HANDLING <input type="text"/> Confidential Options E = Confid E-File Rpts C = Confid Pkg & Rpts (No PrintBack)	RED 1099 <input type="text"/> R = Print RED forms in lieu of electronic	PAYEE LABELS <input type="text"/> X = Print sheet of labels	PRINT-BACK <input type="text"/> S = Std	MASK SSN <input type="text"/> M = Mask SSN	SHIP METHOD OVERRIDE (8 char.) <input type="text"/> Use this field only if this return is to be shipped via special method. See instructions	PAYER CONTACT INFORMATION Area Code and Phone number () - <input type="text"/> Extension <input type="text"/> Email <input type="text"/>
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PAYER NAME (40 CHARACTERS)	<input type="text"/>				
TRADE NAME (40 CHARACTERS)	<input type="text"/>				
ADDRESS	NUMBER & STREET (40 CHARACTERS)	CITY (26 CHARACTERS)	STATE	ZIP CODE	Ext. ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

General Reminders - WinRX Worksheets Notes

Payer information and processing options are entered on this page.

Separate PAYEE Worksheets are available for each of the different types of 1099 returns available through WinRX.

Each of the different PAYEE Worksheets have pre-defined columns based on the commonly reportable income types. Each Worksheet also has 'open' columns that can be defined as needed. See the WinRX payee screens or IRS instructions for the different types of income amounts reported on various 1099s.

WinRX Worksheets are designed in a spreadsheet format with payee names and reportable amounts on the same line. This format allows you to easily compute a proof total. On the WinRX System, select the **Print 1099 Totals** option to view computed proof totals.

Do not send WinRX Worksheets to your Processing Center.

APY USE	94	95	96	97	<input type="text"/>
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Payer
Name _____

**NONEMPLOYEE COMP
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nmbr.	Payee Name, Address and Tax ID Number			Nonemployee Compensation	Federal Income Tax Withheld			A	B
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						
	ID Number	Name	Address City, St ZIP						

Instructions

Use this Worksheet to process **Form 1099-NEC** using AccuPay's WINRX system. You can define the column headings to meet your needs as to the type of income you are going to be reporting. Two code columns (A and B) are provided. These may be used as follows:

Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".

Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.

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Payer
Name _____

**MISCELLANEOUS
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nbr.	Payee Name, Address and Tax ID Number				Rents	Royalties			A	B	C
	ID Number	Name	Address	City, St ZIP							
	ID Number										
	Name										
	Address										
	City, St ZIP										
	ID Number										
	Name										
	Address										
	City, St ZIP										
	ID Number										
	Name										
	Address										
	City, St ZIP										
	ID Number										
	Name										
	Address										
	City, St ZIP										
	ID Number										
	Name										
	Address										
	City, St ZIP										

Instructions

Use this Worksheet to process **Form 1099MISC** using AccuPay's WINRX system. You can define the column headings to meet your needs as to the type of income you are going to be reporting. Three code columns (A, B, and C) are provided. These may be used as follows:

Column A - Enter "X" if Payee made direct sales of \$5000 or more of consumer products to a buyer for resale.

Column B - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".

Column C - Enter "F" if the address on this payee's 1099 is in a foreign country.

ACCUPAY

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Payer Name _____

**DIVIDENDS
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nmbr.	Payee Name, Address and Tax ID Number				Total Ordinary Dividends	Qualified Dividends				A	B	C
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
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	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											

Instructions

Use this Worksheet to process **Form 1099DIV** using AccuPay's WINRX system. Columns labeled Ordinary Dividends and Qualified Div. Portion have already been provided. Use the other columns as necessary to list other amounts that must be reported on Form 1099DIV, such as Capital Gain Distributions, Nondividend Distributions, Liquidating Cash and Non-Cash Distributions, etc. See IRS instructions for more details. Three code columns (A,B and C) are also provided. These may be used as follows:

Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".

Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.

Column C - Enter "N" if Payer was notified twice within 3 calendar years that the Payee's Tax ID number is incorrect.

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Payer Name _____

**INTEREST
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nmbr.	Payee Name, Address and Tax ID Number				Interest Earnings	U.S. Bond Interest	Fed. Tax Withheld	A	B	C
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									

Instructions

Use this Worksheet to process **Form 1099INT** using AccuPay's WINRX system. Common 1099INT reporting items have already been defined for you. A blank column is included in case any payees may have other types of payments to report such as foreign tax payments. Three code columns (A, B and C) are also provided and may be used as follows:

- Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.
- Column C - Enter "N" if Payer was notified twice within 3 calendar years that the Payee's Tax ID number is incorrect.

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Payer Name _____

1098 BORROWER INFORMATION

WINRX

Payee Nmbr.	Borrower Name, Address and Tax ID Number				Interest Received	Principal	Orig. Date YYYYMMDD			A	B	C
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
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	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											

Instructions

Use this Worksheet to process **Form 1098** using AccuPay's WINRX system. The common amount columns have been defined on the worksheet. Three code columns (A, B and C) are also provided. These may be used as follows:

- Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.
- Column C - Use for your purposes.

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Payer Name _____

**RETIREMENT
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nmbr.	Payee Name, Address and Tax ID Number	A	B	C	Total Distribution	Taxable Part				D	E	F

Instructions

Use this Worksheet to process **Form 1099R** using AccuPay's WINRX system. Columns labeled Total Distribution and Taxable Part have already been provided. Use the other columns as necessary to list other amounts that must be reported such as Federal or state withholding, amounts eligible for capital gains, etc. See IRS instructions for more details. Several code columns are also provided and these may be used as follows:

A	Enter the distribution code. See IRS instructions or WINRX screen for assistance. MUST BE COMPLETED	D	Enter 'X' for a traditional IRA/SEP/SIMPLE distribution or 'R' for a ROTH IRA conversion.
B	Enter 'T' if this is a Total Distribution	E	Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
C	Enter 'X' if the Taxable Part is NOT known	F	Enter "F" if the address on this payee's 1099 is in a foreign country.

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Payer
Name _____

**REAL ESTATE PROCEEDS
1099S TRANSFEROR INFO**

**WIN
RX**

Payee Nmbr.	Transferor Name, Address and Tax ID Number	Closing Date MM DD YY	Gross Proceeds Cash and Notes	Buyer's Portion Real Est. Tax	Address or Legal Description	A	B	C
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
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	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							

Instructions

Use this Worksheet to process **Form 1099S** using AccuPay's WINRX system. Closing date and amount fields have been defined on the worksheet. Three code columns (A, B and C) are also provided. These may be used as follows:

- Column A - Enter "X" if the transferor received or will receive property or services as part of the consideration.
- Column B - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column C - Enter "F" if the address on this payee's 1099 is in a foreign country.