

Oklahoma now requires 1099-Misc info to be e-filed but the IRS still allows paper forms to be sent in as long as the number is 250 or less. These instructions address printing 1099 lists, forms, and the e-filing for Oklahoma.

IMPORTANT: you should be using Budget version 4.64 or higher (6.51 or higher if using the Postgres version). If you don't have that version check to see if you have any unloaded CD or email attachments. If not let us know.

General Information

1099 processing is only done for vendors who have a 1099 type other than "None" (the most common 1099 type would be "Compensation"). "Compensation" means the vendor has received self-employed payments while "Rents" means that the vendor has received rent payments, "Attorney" means the vendor has received attorney fee payments, "Medical" means vendor has received medical or health care payments, and "Royalties" means vendor has received royalty payments. There is a separate amount box on the 1099-Misc form for each type.

The vendor purchase amount that prints on the 1099-Misc form (or 1099 list) and that is included in the e-file is computed in one of two ways:

1) The purchase amounts from the detail records from the beginning of the current fiscal year (ex: July) to the end of December is added to the "**Calendar YTD**" amount stored on the vendor screen. This option assumes last fiscal year has been closed out and the total for the first six months of the calendar year is stored on the vendor screen (since detail records for January thru June 2018 have already been removed).

or

2) The purchase amounts from the detail records for the entire calendar year (January thru December 2018) are added together and the "Calendar YTD" amount on the vendor screen is ignored. This option assumes last fiscal year has not been closed out and the detail records are still in the system for January thru June 2018.

The method you use is determined by a question in "Options-Form 1099". To use method #1 make sure the question "**Include Vendor Calendar YTD Amts**" is checked on that screen. To use method #2 the question is unchecked.

There is a "DBA" (Doing Business As) checkbox on the Vendor screen to indicate if the vendor is a sole proprietor. Checking this box will cause the 1099 program to print the vendor's individual name (from Addr-1) as the first name on the 1099. DBA will print in front of the vendor name and it will print below the individual's name.

Ex: JOHN SMITH

DBA: XYZ ENTERPRISES

Options: Form 1099

There are settings for 1099s that must be entered as follows:

a) Click on "**Options**".

b) Open "**Form 1099**".

c) Enter as follows:

Report Year: 2018

Cut-off Amount: 600.00

Federal ID#: your federal id number (**program will insert dash if you don't enter it**)

State-Id#: your state id number (**you must enter any dashes**)

Name Control: leave blank

Name: name of your city

Addr: mailing address of your city

City/State/Zip: your city, state, zip as separate fields

Phone#: phone number including area code

Contact Name: city's contact person's name

Contact Phone: contact phone number

Contact Email: contact email address

1099 Margins: If you have never printed 1099s before the below are recommended initial settings. If you have printed 1099s before the settings already on the screen may be ok unless you are using a different printer than last year in which case you may have to adjust the settings slightly.

Left Margin: .50

Top Form 1: .13

Top Form 2: 5.62

1096 Margins: If you have never printed 1096 forms before the below are recommended initial settings. If you have printed 1096 forms before the settings already on the screen may be ok unless you are using a different printer than last year in which case you may have to adjust the settings.

Left Margin: .12

Top Form 1: 1.10

Include Vendor Calendar YTD Amts: check this box if fiscal yr 2017-18 has already been closed. Leave unchecked if January - June 2018 entries are still in detail records.

Include Adjustments/JE: check this box if adjustment entries should be included in arriving at the vendor amounts. If unchecked then only checks will be included.

File Path/Name: enter the e-file name as follows: **1099MISC_001_2018_999999999.txt** where 999999999 is your federal-id# without any dashes (enter no more than 31 characters).

File My Own Electronic 1099: check this box.

Combined Federal/State Reporting: check this box.

Transmitter TIN: enter your federal-id# (no dashes).

Transmitter Control Code: leave blank

Click on "Save"

1099 List (optional)

User may print a list of 1099 vendors with the amounts to type on the 1099 forms. This way if you prepare 1099s manually (instead of printing the forms in the computer) you can print the report to get the info needed. To do this:

- a) Open Budget (the mon-yr loaded is not important)
- b) From the Main Menu open the program "Vendor".
- c) Select "Print" and "Report".
- d) Leave the questions as is except change the following values:

Select "**Amounts List**".

Check the box "**With 1099s Only**".

If amounts are coming from history and you want to include only a single fund enter the fund# (blank =all)

Calendar Mon-Yr: **Beg: 01-2018 End: 12-2018**

Select "**Print Amts**".

This prints a report of just 1099 vendors with their tax id number and purchases from Jan to Dec 2018. If you also need the addresses of the 1099 vendors run the report again with the "Address List" option selected and "With 1099s Only" box checked.

1099-Misc/1096 Forms

The steps to run 1099-Misc forms and the 1096 transmittal form are as follows: (You can print to paper before printing forms to get the feel of the program if desired).

Select "**Reports**"-"**Vendor 1099s**" and make sure the questions are answered as follows:

Options: Select "**1099 Forms Alignment**" (this allows user to do a form alignment test)

Printer: Make sure the printer desired displays

Font: Normally Arial (but Arial Narrow may be used)

Size: 9 or 10 if using Arial, 11 or 12 if using Arial Narrow

Orientation: Must be Portrait

Insert pink copy of 1099s (Copy A) into printer making sure the form is inserted correctly.

Click on "Align Forms".

The program will print a single alignment form with values in the "Void" box, in the name/address, id, and some amount boxes. Pay attention to where the everything prints and also check your city name/address, and id#s for accuracy. Normally if you get an "X" in the middle of the "Void" box everything else will be aligned. If the top or left margins need to be changed exit the program and go back to page 1 and change the top or left margins.

Increasing the left margin will cause the print to move to the right and decreasing it will cause it to move left.

Increasing the top margins will cause the program to print further down the page and decreasing it will cause the print to move up the page. **Note: there is a top margin setting for each form on the 1099 so changing one does not affect the other.** After changing do another alignment test.

Once the alignment is ok change the option to **“Print 1099 Forms”**. Make sure the following is correct:

Report Year: 2018

Fund#: if amounts are coming from history and you want to include only a single fund enter the fund# (blank =all)

Include Vendor Calendar YTD Amts: this should be checked or unchecked based on prior discussion.

Include Adjustments/JE: this should be checked if adjustments should be included in vendor amounts - leave unchecked to only include checks.

Beg/End Vendor: normally this is left as the default of 000000 and ZZZZZZ

Beg/End Mon-Yr: If including vendor YTD calendar amts the dates will be 07-2018 and 12-2018. If not including vendor YTD calendar amts the program will display as 01-2018 and 12-2018 but user may change if needed.

Cut-off Amount: normally 600.00

Click on **“Print 1099s”**. The forms should then begin to print. 1099 totals will print on the last 1099 page. You will print three copies in all (copies A, B, and C)

To print the **1096 transmittal form** change the print option to **“Print 1096 Form”**.

Insert blank sheet of paper (or use an actual 1096 form if you have extra) and click on **“Print 1096”**. If using blank paper hold paper over a 1096 form to check for alignment. If the alignment is off (an **“X”** should print in the 1099-Misc box 95) you should change the 1096 margins in Options-Form 1099. Once alignment is ok insert the 1096 Transmittal form and click on **“Print 1096”**.

Generating 1099 E-file

1) Click on **“Reports”- “Vendor 1099s”**.

2) Mark **“Build Electronic Report File”**.

Make sure the following is correct:

Report Year: 2018

Fund#: if amounts are coming from history and you want to include only a single fund enter the fund# (blank =all)

Include Vendor Calendar YTD Amts: this should be checked or unchecked based on discussion on page 1.

Include Adjustments/JE: this should be checked if adjustments should be included in vendor amounts - leave unchecked to only include checks.

Beg/End Vendor: normally this is left as the default of 000000 and ZZZZZZ

Beg/End Mo-Yr: if including vendor YTD calendar amts the dates will be 07-2018 and 12-2018. If not including vendor YTD calendar amts the program will display as 01-2018 and 12-2018 but user may change if needed.

File Name: 1099MISC_001_2018_999999999.txt (999999999 is your fed-id#).

Cut-off Amount: normally 600.00

3) Click on **“Bld Mag File”**. A page will print showing 1099 totals.

Transmitting 1099 E-file to OKTAP

1) Open https://oktap.tax.ok.gov/OkTAP/Web/_/

2) Click on **“Login”**.

3) Enter **User ID and Password** that were established when you registered.

4) Click on **“Import Bulk 1099 Files”**.

5) A **“Bulk 1099 Upload”** screen displays. Click on **“Add Attachment”**.

6) Browse and select the e-file which is in the same folder as Budget files on either your local C drive or your network drive (ex: F, G, J, M, T, Z) (file name will be **1099MISC_001_2018_999999999.txt** where 999999999 is your fed-id#)

7) Type a meaningful description (ex: *CityName* OK 1099-Misc file)

8) Click on **“Save”**.

9) Click on **“Submit”**.

If any errors are detected attach the file to an email and send to **gfcdata@aol.com**.

If you have questions or problems email: W2ExtensionRequest@tax.ok.gov

or go to web-site: <https://www.ok.gov/tax/faqs.html#c551>

or phone: (405) 521-3160