



ACCUBUILD

AccuBuild Construction Software

Title: 2018 Year End Forms Printing

Business Owner: AccuBuild Professional Services

Purpose: The purpose of this document is to provide instructions for printing 1099 and W-2 forms.

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1. Preparing for Year End Form Printing

1.1. Year End Form Printing Notes

The following information is an outline for preparing the system for processing the W2s and 1099s for the year **2018**.

Please be sure to read **ALL** of the following information before attempting to print your Tax Forms.

If you have not already installed Aatrix Tax Reporting add-on for AccuBuild, please contact AccuBuild Support Team at steam@accubuild.com. This is the only means within AccuBuild for printing Tax Forms.

You can find more information about the integration from AccuBuild to Aatrix on <https://partner.aatrix.com/partners/accubuild>.

NOTE: W-2s do NOT need to be printed before closing the payroll year. Closing the payroll year is covered in the AccuBuild 2018 Payroll Year End Notes.

1.2. Order Tax Form

All W-2s and 1099s will be generated for calendar year 2018 within AccuBuild using the **Aatrix Tax Forms Software** interface:

- Payroll > Tax Forms / E-file / W2s
- Payables > Tax Forms / E-file / 1099s

We highly recommend that you choose one of the eFile packages from Aatrix to file your forms. These packages are very cost effective and time efficient. Visit our partner page by clicking the **Support > Aatrix Partner Page** at the top of your AccuBuild program screen for more information and to register for e-filing.

Complete W-2/1099 eFile Service: W-2s/1099s are e-filed to the appropriate State and Federal agencies and printed and mailed directly to your employees or recipients as well as posted to a secure website for immediate access

- **Complete W-2 Service Includes:**
 - Minimum Package Price: \$24.95
 - Employee W-2s Printed and Mailed
 - Federal W-3/W-2s
 - Employer W-2s (printed on plain paper)
 - eW-2s Available for All Employees
 - *eW-2 Only Employee Copies (discount)

- **Complete 1099 Service Includes:**
 - Minimum Package Price: \$24.95
 - Print and Mail Recipient 1099s
 - File Federal 1096/1099s State W-2s and W-3 or reconciliation form
 - File State 1099s and 1096s
 - Payer 1099s* (printed on plain paper)
 - e-1099s Available for All Recipients
 - *e1099s Only Recipient Copies (discount)

* **Online Only Employee W-2s and Recipient 1099s** are options to save money by allowing the employee or recipient to opt-in (requires a signed consent form) to receive electronic copies of their forms online only, **instead of a printed and mailed copy**. The eFile Center places the form on a secure website and takes you through the email wizard to send emails to each applicable employee or recipient to notify them that their electronic form is available online. The email notifies the user of the website address, what to use for the username, and a generated password. Any W-2s or 1099s that are corrected will automatically be updated on the website.

If you choose to print, mail and submit your own W-2s or 1099s, then please thoroughly review the following form information before placing your order with one of our approved form providers.

NOTE: To get a count of the number of employee W-2s or recipient 1099s that you may need, please print the following reports for the **2018** year:

- Payroll > W-2s > View W-2s > W-2 Info Report
- Payables > Accounts Payable Reports > 1099s > Create 1099s > 1099 Info Report

Below is a list of the approved form vendors. Please refer to the next two topics for specific form ordering information:

Artina
AccuBuild Forms
Division
 PO Box 681
 Tarrytown, NY 10591
 (800) 544-3427
 (914) 829-9647
 (800) 261-1499 Fax
 www.artinagroup.com

Dynamic Systems
 6420 Pleasant Street
 South Park Township,
 PA 15129
 (412) 831-1729
 (412) 831-4754 Fax
 www.dswebtoprint.com

National Document
Solutions
 2321 Circadian Way
 PO Box 7789
 Santa Rosa, Ca 95407
 (800) 325-3120
 (707) 527-9230 Fax

1.2.1. Forms W-2 and W-3

	Form	Print Instructions	Where to File	Artina	Dynamic Systems	Nat'l Doc Solutions
State, City or Local	Copy 1	4-up Perforated Paper ----- Prints 4 W-2s on a single sheet	State deadlines vary by state. Check with your state agency for their due date and the submission should be received by the eFile Center three business days prior to that date. Be sure to include the state copy of the W-3 or State Reconciliation Form as applicable.	5221	4UPPERF05	4UPPERF05
Employee	Copy 2, B & C	4-up Perforated Paper ----- Prints all four employee copies on a single sheet of perforated paper. The 'Notice to Employee' must be printed on the back of each page or provided to the employee on a separate sheet of paper.	Distribute or mail to each employee by January 31, 2019..	5209	4UPPERF105	4UPPERF105
Employer	Copy D	Plain paper or 4-up Perforated Paper ----- Prints 4 W-2s on a single sheet.	Keep this copy for your records. Do not send to any taxing agency.	5221 or Plain Paper	4UPPERF05 or Plain Paper	4UPPERF05 or Plain Paper

Federal W-2	Copy A	Prints 2 W-2s on a single sheet of plain paper. ----- Aatrix's W-2 has been approved as a substitute form by the IRS and will be printed in black ink.	File Copy A and Form W-3 to the Social Security Administration by January 31, 2019. Be sure to sign the W-3 before mailing.	Plain Paper	Plain Paper	Plain Paper
Federal W-3		Plain Paper ----- Optional. If you choose to print your employee W-2s to 4-up perforated paper with NO instructions on the back, you MUST include a copy of the 'Notice to Employee' on a separate sheet of paper.	U. S. Postal Service Social Security Administration Direct Operations Center Wilkes-Barre, PA 18769-0001 (for Certified Mail Use ZIP code 18769-0002) Private Delivery Service (FedEx, UPS, etc.) Social Security Administration Direct Operations Center Attn: W-2 Process 1150 E. Mountain Drive Wilkes-Barre, PA 18702-7997	Plain Paper	Plain Paper	Plain Paper
Envelope	Double Window	Fits 4-up Paper		9999-1	4UPDWENV05	4UPDWENV05
Envelope	Double Window Self Seal	Fits 4-up Paper		9999-2	4UPDWENVS05	4UPDWENVS05

1.2.2. Forms 1099 and 1096

	Form	Print Instructions	Where to File	Artina	Dynamic Systems	Nat'l Doc Solutions
Federal 1099	Copy A	2-up pre-printed RED form ----- Prints 2 1099s on a single pre-printed RED form.	File Copy A of the 1099s and form 1096 with the IRS by January 31, 2019. Be sure to sign the 1096 before mailing.	5110	BMWFE05	BMISFE05
Federal 1096	1096	Pre-printed RED form		5100	B1096	B109605
State 1099-MISC	Copy 1	4-up Perforated Paper ----- Prints 4 1099s on a single sheet of perforated paper.	File the State Copies of your 1099 by mailing them to the appropriate state agency. If applicable, print your State Reconciliation Form or 1096. Be sure to sign any applicable forms prior to mailing.	5221	4UPPERF05	4UPPERF05
Recipient	Copy 2, B & Recipient Federal Copy	4-up Perforated; Instructions on back * ----- Prints all four recipient copies on a single sheet of perforated paper.	Distribute or mail to each recipient by January 31, 2019.	5221	4UPPERF05	4UPPERF05
				<p>NO instructions printed on the back. You MUST print the instructions to Recipient separately and include in your mailing to the recipient.</p> <p>* The 'Instructions for Recipient' must be printed on the back of each page OR provided to the recipient on a separate sheet of paper.</p>		

State 1096	1096	Plain Paper ----- Some agencies do NOT require a 1096 to be submitted with your state 1099 forms. Only send this 1096 to the agency if it is required. If your agency does NOT require a 1096 you can keep this copy for information purposes to provide totals of your state 1099s. If you have questions about your state's requirement, please contact the agency.	Refer to State 1099-Misc instructions above.	Plain Paper	Plain Paper	Plain Paper
Payer	Copy C	Plain Paper or 4-up Perforated ----- Prints four recipient 1099s on a single sheet. May be printed to plain paper or 4-up perforated paper if you wish to separate	Keep this copy for your records. Do not send to any taxing agency.	5221 or Plain Paper	4UPPERF05 or Plain Paper	4UPPERF05 or Plain Paper
Envelope	Double Window	Fits 4-up Paper		9999-1	4UPDWENV05	4UPDWENV05
Envelope	Double Window Self Seal	Fits 4-up Paper		9999-2	4UPDWENVS05	4UPDWENVS05

1.3. Deadlines for Filing Forms

2018 NON eFile Due Dates

Please note that the filing due dates for paper W-2s and 1099s has changed. **January 31, 2019** is now the filing due date for both the employee and federal copies of the W-2 and 1099.

Be sure to check with your State Agency or CPA for the due date for your state.

2018 eFile Due Dates:

NOTE: These dates refer to eFile deadlines only.

Customers must eFile their W-2s and 1099s to Aatrix before the dates indicated below to ensure their filings are accepted by the agencies as timely.

General Due Dates:

W-2 forms

- W-2/1099 Employee/Recipient Copy Date: Jan 29 3:00 PM CST
- W-2 Federal Date: Jan 29 3:00 PM CST

1099 forms

- 1099-MISC (Box 7 amount) Federal Date: Jan 29 3:00 PM CST
- All Other 1099s Federal Date: Mar 28 3:00 PM CST

ACA Forms

- 1095-C & 1095-B (ACA) Employee Copy Date: Feb 28 1:00 PM CST
- 1095C & 1095B (ACA) eFile Federal Date: Apr 1 3:00 PM CST

1.4. Install Aatrix Software

Install Aatrix Software (Non-AB Cloud Users Only)

The **Aatrix Software** is accessed through the **Tax Forms / E-File** option on either the **Payroll** or **Payables** menu. The system will prompt the user to install the software if it has not been previously installed on the workstation. (The program only needs to be installed on those workstations where the user has been given access to the **Tax Forms / E-file** menu option.) Click **Yes** to start the setup process and simply follow the prompts to complete the **Installation Wizard**.

The *Aatrix Program* will be installed on the local C Drive under the Windows **Application Data\AccuBuild\ AatrixSoftware** folder. During the installation, the program will automatically register your company with Aatrix. If the registration process fails for any reason, please contact *AccuBuild Support Staff* immediately for further assistance. After you click **Finish** on the **Install Wizard**, you will need to **close the Aatrix Tax Forms screen** before you will be permitted to use the forms.

After the Aatrix Software has been installed, open the AccuBuild Program and make sure the Federal Tax ID for Payroll Forms and 1099 Forms has been set up under the following screens.

Note: *Failure to perform this step may result in an error when displaying a tax form.*

- **Payroll > W2s.** Click on the **Properties** button.
- **Payables > Accounts Payable Reports > 1099s.** Click on the **Properties** button.

2. Prepare and Print W-2s

2.1. Health Insurance Reporting on W-2s for 2018

The following information on reporting Employer Sponsored Health Coverage on the W-2s is **applicable to all employers**. Information on the health insurance coverage must be manually entered in Box 12 of the employee screen or on the Aatrix W-2 grid; this information does not automatically generate from any check transactions entered into AccuBuild. *In addition, some employers must also file the new Affordable Care Act Form 1095 if they qualify as an Applicable Large Employer (ALE). Please refer to the separate document below on ACA reporting for more information on form 1095.*

"The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage." (a)

"The value of the health care coverage will be reported in Box 12 of the Form W-2, with Code DD to identify the amount. There is no reporting on the Form W-3 of the total of these amounts for all the employer's employees." (a)

In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee." (a)

(a) <http://www.irs.gov/Affordable-Care-Act/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>

AccuBuild W-2s:

You have the following options for entering the cost of the employee health insurance on the W-2s:

1. On the **Payroll > Employees > Fed** screen, manually enter the **total amount** in field A, B, C or D of Box 12 with the IRS code DD.
2. Instead of entering the amount on the employee screen, you may edit the W-2 information using the Aatrix program (**Payroll > Tax Forms / E-File / W2s**). The W-2 grid will display the employee information in a grid format including a column for the employer paid health insurance. This may be quicker than editing each individual employee, however, these entries **will not** be stored in the AccuBuild program.
3. You may optionally report the **employee** portion of the health insurance in Box 14 of the W-2. This is helpful to the employee so that they may see what portion of the total cost of their health plan (Box 12) was deducted from the check. This information will normally be displayed separately on the employee's check stub, but it will not automatically display on the W-2 unless the deduction is a pre-tax deduction which is then reported in Box 12. **Box 14 is primarily used by AIB for reporting fringe benefits** such as personal use of a company-owned vehicle or reimbursed moving expenses. Keep in mind that only one amount and description can appear for Box 14. If you need more detail, then you may need to manually generate a separate itemized list for the employee.

DISCLAIMER: Please check with your CPA for payroll reporting requirements and questions. **AccuBuild is STRICTLY a software company, and does NOT provide ANY type of tax advice.** The information provided here is to alert you of these reporting requirements so that you can do the proper research with your CPA to determine how these new tax laws apply to your company and then take the necessary steps to implement these requirements.

2.2. W-2 Reconciliation Worksheet

Quarterly 941 Reports							
	941 Line	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals	W-2 Box
Wages	2						1 and 16
Fed W/H	3						2
FICA Wages							
SS Wage	5a C1						3
SS Tax	5a C2						4
Medi Wage	5c C1						5
Medi Tax	5c C2						6
Quarterly State Payroll Tax Reports							
State W/H							17
SDI							19

You may use this form to help you reconcile the federal and state quarterly payroll tax returns to the **W-2 Information Report**.

If you have not already reconciled your Payroll, use the form above with the following steps.

Reconcile the quarterly payroll tax reports to the **W-2 Information Report**. The wage and tax amounts should be reconciled prior to closing the year to verify that all necessary adjustments have been entered.

- Click **Payroll > W-2s**.
- Enter the payroll cutoff year as **2018**.
- Click on the **View W-2s** button.
- On the next screen, click on the **W-2 Info Report** button to print the report.

- Using the **W-2 Reconciliation Worksheet** contained in this document, enter **down the page** the wages and tax amounts reported on the quarterly reports submitted to the IRS and your state. Add the amounts **across the page** for all four quarters and compare the totals to the **W- 2 Info Report**. If the totals match, then no adjustments are needed.

Note: *The **W-2 Info Report** includes both the gross wage amount and the wages subject to FWH and SWH, so you must choose the proper column to compare to your quarterly reports. The subject wage amounts will be lower if you have pre-tax deductions. Be sure to review this information with your CPA if you are not sure which column you should choose.*

2.3. Creating W-2s via Aatrix (Print or eFile options)

Please note that a video on processing your W-2s through Aatrix is available through the **Support > Aatrix Partner Page** menu option located at the top of the main AIB program screen. Please use the video in conjunction with the information presented below.

You have the options to print your W-2s to paper or submit via Aatrix, who will print, mail, and eFile the forms for you.

1. The W-2s **DO NOT** have to be printed before closing the payroll year or before entering data into 2019.
2. To create the W-2s, go to **Payroll > Tax Forms / E-File / W-2s**.
3. Select the 2018 W-2/W-3. **Note: These options have already been released. If they are not present in your selection, you'll want to run the update process.**
4. Click the **Display Form** button.
5. Aatrix will automatically check whether you have the latest version of all forms installed. Choose **Automatic Update** to install the most current version of the forms. **Note: We recommend you minimize the main AccuBuild window at this point. The Aatrix Update Client Screen may hide behind the main AccuBuild Screen and you may not notice that it is prompting you for a response.**
6. Whenever you print W-2s, the system will display the **Company Setup Wizard** where you will confirm and/or type in additional information necessary for processing the tax forms.
 - **Federal Tax Identification** - Aatrix will display your company's federal tax ID you have already entered into AccuBuild when you set up the system. If this information is not correct, please change this information on the **Payroll > W2s > Properties** screen.
 - **Company Information** - Complete the requested information on the company information screen; click **Next**. Click the info icon located at the top right of the screen for more information about each field.
 - **Tax Preparer Type** - There are two preparer types to choose from:
 1. You are filing the forms for your company or employer
 2. You are a 3rd party, paid Tax Preparer filing for one or more companies. If you choose this option, then there will be additional information that you need to fill out about yourself.
 - **State and Local Tax Items** - Aatrix will display the state tax identification numbers that you have already entered into AccuBuild when you set up the system. Be sure to review the settings and make any changes on this screen as needed.
 - **Data Verification** - Answer the questions on the screen; click **Next**.

Note: If any of your employees have elected to only receive W-2 Forms electronically, then they must complete a consent form and it must be submitted to Aatrix prior to filing the forms.

- **W-3 Information** - Complete the requested information on the W-3 Information screen; click **Next**. Refer to the info icon located on the top right of the screen for more information about each field. The 'Kind of Employer' field must be filled in.
- **Multiple Payroll Data Files** - Select 'single payroll data file for this EIN'; click **Next**.
- **Verify Employee Information** - The employee information grid will display all company information and earnings as recorded in AccuBuild. Scroll to the right on the grid to display all columns including those for Box 12. Changes may be made directly on the grid; however, this information **will not** update AccuBuild's historical information and, therefore, **will not be included** in any AccuBuild payroll reports.
- Click the **Next Step** button to proceed.

If Aatrix finds any errors in the employee information, then the system will display the specific issues in a pop up screen. Any items displayed in RED must be fixed before the process may continue. Click the Go Back and Correct button to fix the errors temporarily in the Employee Information Grid.

If any of your employees have elected to only receive their W-2s electronically, then the employee's email must be entered, and the **Electronic Only W-2** column must be checked. If the employee's email address was entered into the employee information screen in AccuBuild, then it will automatically populate the grid. However, if there is no employee email already entered, the email address may be entered in this grid as a temporary fix. The **Electronic Only W-2** is NOT a field in the AccuBuild program, so you must check this box in the Aatrix grid as appropriate. Be sure any applicable employees have completed the **Electronic Only W-2** consent form and submit the forms to Aatrix before filing your W-2 forms. The **Electronic W-2 Consent** form can be found on the **Payroll > Tax Forms / E-File / W- 2s > Aatrix Tax Forms** screen.

Once the **Company Wizard** has been completed, the *Aatrix Software* will display the selected form.

7. We highly recommend that you take advantage of the eFile option for your W-2s. The 'Complete W-2 eFiling Service' includes printing, mailing, and online access for the W-2 recipients; eFiling of the Federal & State W-2s and W-3s; and Employer copies of the W-2s. eFile packages for W-2s are NOT included in the basic eFile pricing options for quarterly and other reports. ***** If you are required to file Affordable Care Act forms 1095, then file your Complete W-2s first, then your Complete 1095s to qualify for a 50% discount on 1095s.***** If you choose to eFile, then be sure that you have registered with Aatrix prior to attempting the filing. Be sure to eFile your W-2s at least three business days prior to the date that they are due.

8. If you will be printing and mailing your own W-2s, then the system will walk you through the printing of each copy of the W-2 and Form W-3. The Aatrix **W-2 Federal Copy A** and **Form W-3** have been approved by the IRS as substitute forms and may be printed to blank, standard paper stock and will print in black and white. The Employee, Employer and State W-2 copies have been formatted to print all four copies on a single perforated page. The 'Instructions to Employee' must

be either printed on the back of the W-2 or included on a separate page along with the W-2. Refer to the 'Order Tax Forms' section of the Calendar Year End Notes for more information.

9. After your W-2s are complete, generate the **Affordable Care Act Forms**, if applicable to your company. Please refer to the separate ACA documentation for complete information on setting up your master list of health insurance plans in AccuBuild, linking these plans to the employees, and creating the ACA forms. If you used the 'Complete W-2' eFile package, and then use the 'Complete ACA' eFile package, you will qualify for a 50% discount on the ACA form filing.

2.4. Affordable Care Act (ACA)

Please note that a video on processing your ACA forms through Aatrix is available through the **Support > Aatrix Partner Page** menu option located at the top of the main AIB program screen. Please use the video in conjunction with the information presented below.

The **Affordable Care Act** requires certain employers, referred to as an 'Applicable Large Employer' (ALE), to offer health insurance coverage to full-time employees and their dependents. A company is considered an ALE if it has at least 50 full-time employees or full-time equivalent employees. Per the ACA, a full-time employee is someone who works a minimum of 30 hours per week. A full-time equivalent employee is two or more part-time employees whose hours add up to meet the minimum full-time requirement of 30 hours per week. For example, if one employee works 10 hours per week and another employee works 20 hours per week, then their hours would equate to one full-time equivalent. If you are not sure if your company qualifies as an ALE member, then you must consult with your company's CPA, Controller or an ACA Consultant.

If you are an Applicable Large Employer, then you are responsible for filing Forms 1094-C Transmittal and 1095-C Health Coverage with the IRS. If your company is self-insured, then you are also responsible for filing Forms 1094-B and 1095-B.

Please Note: The ACA reporting is in addition to the health insurance reporting found on the W-2s. Again, ACA reporting is only applicable to ALE and/or self-insured companies. The health insurance information on the W-2s is applicable to ALL EMPLOYERS.

The ACA information is entered into AccuBuild using the **Payroll > Controls > List of Health Insurance Plans** and the **Payroll > ACA Employee Records** options. The forms can be eFiled or printed through the **Payroll > ACA Forms / E-File** option. If you are printing and mailing your own forms, then you may print the forms to plain paper. The employee copies are formatted to use the same envelopes as the W-2s. If you are planning to eFile the ACA Forms with Aatrix, take advantage of discounted pricing by purchasing the Complete W-2 Package and the Complete ACA Package; the W-2s must be eFiled first to get the discount.

Please refer to the separate documentation on ACA reporting on the AccuBuild website or in the AccuBuild Help Manual for more detailed information.

3. Prepare and Print 1099s

3.1. Review 1099 Information

1. Finish all Accounts Payable Entries for the Year 2018.
 - Be sure that all checks have been entered for any vendor that is eligible for a 1099.
 - AccuBuild/Aatrix prints to the 1099 MISC forms only and only prints amounts in Box 1 and 7. The 1099s are created for each non-corporation payee in the system with a year-to-date accumulated payment of \$600 or more. The year-to-date totals are based on the account assigned to each payment.
 - Accounts subject to 1099 reporting fall into one of two categories: Rents or NEC (Non Employee Compensation). This account setting can be changed at any time and will include or exclude amounts from the report when the setting is changed. Please refer to the IRS instructions on 1099s for further information.

2. Print the 1099 Information Report. The **1099 Information Report** will list the vendors that have been set up to receive 1099s and the amounts that will be reported.
 - Click **Payables > Accounts Payable Reports > 1099s**.
 - Enter the **1099 Cutoff Year** as 2018.
 - Click on the **View 1099s** button.
 - On the next screen, click on the **1099 Info Report** button to print the report.

If you do not see a payee reflected on the report or if you do not see the correct dollar amount for a payee on the report, then print a detail report of checks to view the expense account(s) used on the transactions. The 1099s will only include those amounts that have been charged to an account with a 1099 Code of **Non Employee Compensation (NEC)** or **Rents** as set up in the **Chart of Accounts**. If you have coded a check to the wrong account, make your correction with a handwritten check for the specific payee in the 2018 calendar year. The net amount of the check will be zero, but you will debit the account the payment should be applied to and credit the account the payment was originally posted.

- Click **Payables > Accounts Payable Reports > Cash Disb Detail Report**.
- Select the **Vendor Order** option.
- Select a partial run option to print the report for just one vendor.
- Enter the date range as **01/01/2018** through **12/31/2018**.
- Select **All Source Codes (1099 Detail)** to include joint check cash receipts.

If a payee is coded to the proper account but still does not appear on the report as expected, then check the 1099 Settings on the **Client List > Account Tab**. If the payee has been marked as a corporation, then they will be excluded from the report. If the payee was linked to another payee in error via the 1099 Client Number field, then their amount will be included with the other payee:

- **1099 Client Number** - This field can be used to link one vendor to another vendor when processing the 1099s. This option is useful if two separate vendor numbers have been set up for the same vendor and checks have been written in the current year using both vendor numbers.
- Linking the vendors together will produce only one 1099 for that vendor.

If you eFile your 1099s, and the payee has elected to receive an electronic 1099, then be sure to update the 1099 Settings on the **Client List > Account Tab**.

- **1099 Electronic Consent** - Check this box if the vendor / subcontractor has consented to an electronic 1099. The 1099 Electronic Consent form can be found on the **Payables > Tax Forms / E-File / 1099s** menu. The completed forms must be submitted to Aatrix prior to eFiling the 1099 forms.
- **Email Address** - Enter the vendor's email address that will be used when sending the electronic 1099.

3.2. Print the 1099s

Please note that a video on processing your 1099s through Aatrix is available through the **Support > Aatrix Partner Page** menu option located at the top of the main AIB program screen. Please use the video in conjunction with the information presented below.

1. The 1099s **DO NOT** have to be printed before closing the month of December or before entering data into 2019.
2. To create the 1099s, go to **Payables > Tax Forms / E-File / 1099s**.
3. Select the **2018 1099-MISC** option.
4. Click the **Display Form** button.
5. Aatrix will automatically check whether you have the latest version of all forms installed. Choose **Automatic Update** to install the most current version of the forms. **Note: We recommend you minimize the main AccuBuild window at this point. The Aatrix Update Client Screen may hide behind the main AccuBuild Screen and you may not notice that it is prompting you for a response.**
6. Whenever you print 1099s, the system will display the **1099 Setup Wizard** where you will confirm and/or type in additional information necessary for processing the tax forms.
 - **Federal Tax Identification** - Aatrix will display your company's federal tax ID that you have already entered into AccuBuild when you set up the system. If this information is not correct, please change this information on the **Payables > Accounts Payable Reports > 1099s > Properties** screen.
 - **Company Information** - Complete the requested information on the company information screen; click **Next**. Click the info icon located at the top right of the screen for more information about each field.

- **Tax Preparer Type** - There are two preparer types to choose from:
 1. You are filing the forms for your company or employer
 2. You are a 3rd party, paid Tax Preparer, filing for one or more companies. If you choose this option, then there will be additional information that you need to fill out about yourself.
- **State and Local Tax Items** - Aatrix will display the state tax identification numbers that you have already entered into AccuBuild when you set up the system. Be sure to review the settings and make any changes on this screen as needed.
- **Data Verification** - Answer the questions on the screen; click **Next**.

Note: If any of your recipients have elected to only receive 1099 Forms electronically, then they must complete a consent form and it must be submitted to Aatrix prior to filing the 1099 forms.

- **Recipient Identification Numbers** - Make your selection as to how you would like the recipients tax ID to print on the form; click **Next**.
- **Multiple 1099 Data Files** - Select 'single 1099 data file for this EIN'; click **Next**.
- **Verify Recipient Information** - The Recipient information grid will display all company information and payments as recorded in AccuBuild. AccuBuild will only calculate amounts for Box 1 (Rents) and Box 7 (Non Employee Compensation). Changes may be made directly on the grid; however, this information **will not** update AccuBuild's historical information and, therefore, will not affect any AccuBuild reports.

Note: If any of your recipients are Attorneys, their invoices should be coded to an account classified as NEC (Non-Employee Compensation). You can move the amounts to the correct box on the 1099 Misc fund in Aatrix before printing the 1099s.

- Click the **Next Step** button to proceed.

If Aatrix finds any errors in the recipient information, then the system will display the specific issues in a pop up screen. Any items displayed in RED must be fixed before the process may continue.

7. We highly recommend that you take advantage of the eFile option for your 1099s. The 'Complete 1099 eFiling Service' includes printing, mailing and online access for the 1099 recipients; eFiling of the Federal & State 1099s and 1096; Payer copies of the 1099s. eFile packages for 1099s are **NOT** included in the basic eFile pricing options for quarterly and other reports. If you choose to eFile, then be sure that you have registered with Aatrix prior to attempting the filing. Be sure to eFile your 1099s at least three business days prior to the date that they are due.
8. If you will be printing and mailing your own 1099s, then the system will walk you through the printing of each copy of the 1099s and Form 1096. The Aatrix **1099 Federal Copy A** and **Form 1096** must be printed on the pre-printed RED forms that you may purchase from one of AccuBuild's approved vendors. The Federal copy will be printed two to a page. The Recipient and Payer copies will be printed four to a page on perforated paper. The 'Instructions to Recipient' must be either printed on the back of the 1099 or included on a separate page along

with the 1099 that is sent to the recipient. Refer to the 'Order Tax Forms' section of the Calendar Year End Notes for more information.