

1099 Processing Information

Before continuing with this step, verify that all 1099 vendor information is correct.

We recommend these should always be printed on plain paper and verified before printing the Final Form.

Form 1099-NEC prints 3 vendors per page.

Form 1099-MISC prints 2 vendors per page.

Box 2-NEC/Box 7-MISC – Direct Sales of \$ 5000.00 or more

In Print/Export 1099 option, when form 1099-NEC or 1099-MISC is selected for calendar year to be processed, a button will be displayed . This button will be used to specify which of the vendors need the box 2 checked for NEC forms and box 7 checked for MISC forms (X will be printed on the form).

Print/Export 1099 Company: Auto/Mate Motors 91

Reporting Year: 2021
Vendor Number(Optional):

1099/1096 Options:
☐ 1099-MISC ☒ 1099-NEC
☐ 1096-MISC ☐ 1096-NEC

Name	Control #	Balance	\$5000
1099 NEC VENDOR	V3438B	9136.00	
AUTO AIR AND AXLE INC	V300040	7000.00	
AUTO CARE EXPRESS INC	V301893	15000.00	
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	
AUTO EXCHANGE	VAUTDXX	12000.00	
AUTO GROSS MARKETING CONSULTA...	V300444	7100.00	
AUTO LEAD PRO INC	V302045	10000.00	
CITI CARDS	V30073K	990.00	
DIEGO,ALLY	ALLYCAT	11926.12	X
HOMENET INC	V300874	42963.32	
KAMPFHENKEL,DONALD E.	V301842	10400.00	
MAKER,TOY	101	5000.00	
	12	139715.99	

Generate Forms Export Edit Direct Sales Cancel

1 of 4 Automatic Zoom

Auto/Mate Inc.
AMPS 3.5.535
5667 Airline Drive
Suite 2
Albany, NY 12205-0055
866- 40-6544

88-1253486 102-12-1121 9136.00

1099 NEC VENDOR

2356 CAMPBELL AVENUE
POESTENKILL NY 12140

Auto/Mate Inc.
AMPS 3.5.535
5667 Airline Drive
Suite 2
Albany, NY 12205-0055
866- 40-6544

88-1253486 27-0530600 7000.00

AUTO AIR AND AXLE INC

As illustrated below, the vendors who have been paid \$ 5000.00 or more will be displayed. Here you can check the box and click  Save (or you can use hot key, ctrl s). When the forms are printed, the box will be checked.

1099-NEC Add Direct Sales

Name	Control	Balance	Direct Sales Over 5000
AUTO EXCHANGE	VAUTOXK	12000.00	☒
1099 NEC VENDOR	V3438B	9136.00	☐
KAMPFHENKEL;DONALD E.	V301842	10400.00	☐
HOMENET INC	V300874	42963.32	☐
DIEGO;ALLY	ALLYCAT	11926.12	☒
AUTO LEAD PRO INC	V302045	10000.00	☐
AUTO GROSS MARKETING CONSULTANTS	V300444	7100.00	☐
AUTO CARE EXPRESS INC	V301893	15000.00	☐
MAKER;TOY	101	5000.00	☐
AUTO AIR AND AXLE INC	V300040	7000.00	☐
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	☐

Save Cancel

Important

It is the dealer's responsibility to make the designation for all of the vendors this applies to.

For questions on this – it is suggested to research at Instructions for Forms 1099-MISC and 1099-NEC (2020) | Internal Revenue Service (irs.gov) or contact your CPA for questions.

Once the vendors are checked a new column is added to show which vendor is set for the box to be printed (only visible when viewing 1099-NEC vendors).

Print/Export 1099

Reporting Year: 2021

Vendor Number(Optional):

1099/1096 Options

☐ 1099-MISC ☒ 1099-NEC

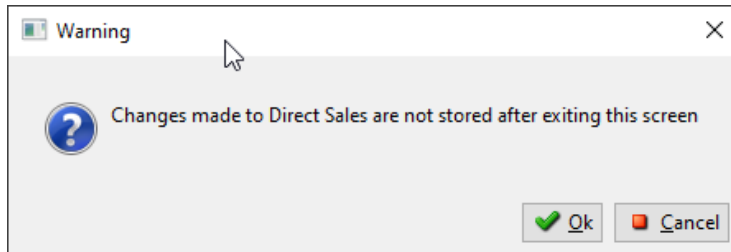
☐ 1096-MISC ☐ 1096-NEC

Name	Control #	Balance	5000.00
1099 NEC VENDOR	V3438B	9136.00	
AUTO AIR AND AXLE INC	V300040	7000.00	
AUTO CARE EXPRESS INC	V301893	15000.00	
AUTO EQUIPMENT SERVICE LLC	V30557K	8200.55	
AUTO EXCHANGE	VAUTOXK	12000.00	X
AUTO GROSS MARKETING CONSULTA...	V300444	7100.00	
AUTO LEAD PRO INC	V302045	10000.00	
CITI CARDS	V30073K	990.00	
DIEGO;ALLY	ALLYCAT	11926.12	X
HOMENET INC	V300874	42963.32	
KAMPFHENKEL;DONALD E.	V301842	10400.00	
MAKER;TOY	101	5000.00	
	12	139715.99	

Generate Forms Export Edit Direct Sales

Another important note

Using the button from the 1099 option, will cause this message to open. **If you select OK the Information will not be stored.**



Once you have updated the direct sales information you are now ready to print your 1099s. Select generate forms and then print on the proper IRS forms. (You may need to update printer settings to correct alignment.)