## W-9/1099 Misc Instructions for QuickBooks

- 1099 Misc forms are given to individuals or companies that provide a service to you as a nonemployee or whom you pay rent to. Examples are accounting/bookkeeping, legal service, janitorial service, computer repair, landscaping, subcontractors, and landlords.
- II. Whenever you hire an individual/company to provide a service or pay them rent, have them fill out a W-9. This gives you the information you need to prepare the 1099 at the end of the year. Be sure you are handing out the latest W-9 (Rev. Oct 2007). You can get it at <u>http://www.irs.gov</u>, and click on the "Form W-9" under "Most Requested Forms and Publications".
- III. Following these instructions will assure that QuickBooks will fill out the 1099's properly, according to IRS regulations.
- IV. Using the W-9, fill in the boxes in the Edit Vendor or New Vendor screen in QuickBooks as follows:A. Individual/Sole Proprietor
  - 1. Address Info tab
    - a. Optional Company Name (don't include apostrophes, asterisks, or other special characters)
    - b. Required First Name and Last Name (and M.I. if they provide one)
    - c. Be sure their name and address is completed in the Name and Address box

🤗 New Vendo	r		
Vendor Name	Joes Carpet Cleaning		ОК
Opening Balance	as of	02/13/2009 III How do I determine the opening balance?	Cancel
A <u>d</u> dress Info	Additional Info	Account Prefill	Next
Company Name	Joes Carpet Cleaning	Contact Joe Smith	Help
Mr./Ms./		Phone	Vendor is inactive
First Name	Joe M.I. L	FAX	
Last Name	Smith	Alt. Phone	
Name and Address	Joes Carpet Cleaning	Alt. Contact	
Address	Joe L Smith 1234 NE Main St	E-mail	
	Any Town, OR 99999	Cc	
		Print on Check as	
	<u>A</u> ddress Details	Joes Carpet Cleaning	

2. Additional Info tab

d.

- a. Tax ID --fill in either their SS# (###-#####) or EIN# (##-#######), the IRS prefers a SS#
- b. Check "Vendor eligible for 1099"

🖗 New Vendor		
Vendor Name	Joes Carpet Cleaning	ОК
Opening Balance	as of 02/13/2009 I How do I determine the opening balance?	Cancel
Address Info	Additional Info Account Prefill	Next
Account No.	Billing Rate Level 🔽	Help
Categorizing and I Type Terms	Custom Fields Web page	Vendor is inactive
,		
Vendor eligible I	Define Fields	

- c. B. Corporation – exempt from 1099's, except for lawyers ☺
  - 1. Address Info tab
    - a. Vendor Name (at the top) I recommend putting "Inc." as part of the name, so that when you look at the 1099 Detail report (below), you'll remember that this vendor is a corporation and doesn't get a 1099

	🤗 New Vendor			
	Vendor Name	Joes Carpet Cleaning, Inc.	er ser ser ser se Estate de	ОК
	Opening Balance	as of 02/13/2009 🔳	How do I determine the opening balance?	Cancel
). 👖		Additional Info Account Drofil	n de la secter de la secter de la	

- 2. Additional Info
  - a. Be sure "Vendor eligible for 1099" is not checked

Credit Limit						
Tax ID	20-9876543					
Vendor eligible for <u>1</u> 099						

- b.3. Legal Firms same as Partnership, below
- C. Partnership
  - 1. Address Info tab
    - a. Required Company Name, don't include apostrophes, asterisks, or other special characters
    - b. Leave Blank First Name and Last Name
    - c. Be sure their company name and address is completed in the Name and Address box

Vendor Name	Ferrys Bookkeeping Etc		
Openin <u>g</u> Balance	as of	02/13/2009 🔳	How do I determine the opening balance
A <u>d</u> dress Info	Additional Info	Account Prefill	
Company Name Fe	errys Bookkeeping Etc	Contact P Phone	atty Ferry
First Name	M.I.	FAX	
Last Name		Alt. Phone	
	errys Bookkeeping Etc 57 Maple St	Alt. Contact	

- 2. Additional Info tab
  - a. Tax ID fill in their EIN# (##-#######)
  - b. Check "Vendor eligible for 1099"

Address Info Addi	tional Info	Account <u>P</u> r	efill
Account No.	Billing	Rate Level	*
Categorizing and Defaults Type Terms		stom Fields — ) page	
Credit Limit			
Tax ID 59-1234567 ✓ Vendor eligible for <u>1</u> 099			Define Fields

- D. LLC Disregarded Entity same as Individual/Sole Proprietor
- E. LLC Corporation same as Corporation
- F. LLC Partnership same as Partnership
- V. 1099's are mailed in January for the previous year's activity.
- VI. Preparation for printing 1099's
  - A. Make sure the 1099 preference is set up properly
    - 1. Edit Preferences Tax: 1099 Company Preferences tab
    - 2. Do you file 1099-MISC forms? Be sure this is "Yes"
    - 3. Rents

c.

- a. Click on the Account next to Box 1: Rents
- b. Choose the Rent account you have in your company
- c. If you have more than one (Rent and Equipment Rental), choose "Multiple Accounts...", then go down the list and choose each of your "Rent" accounts
- d. Leave the threshold at \$600.00
- 4. Nonemployee Compensation
  - a. Click on the Account next to Box 7: Nonemployee Compensation

- b. Choose "Multiple Accounts..."
- c. Go down the list and choose every account that is for a service, such as Professional Fees, Repairs and Maintenance, Janitorial, and Subcontractors
- d. Leave the threshold at \$600.00
- 5. Click OK

6.

5.



- B. Check over your Vendors and their transactions
  - 1. Reports Vendors & Payables 1099 Detail
  - 2. You can change the dates on this report if you are still in the year you are working on
  - 3. You can toggle between looking at only the vendors you have selected as "Vendor eligible for 1099" and all the vendors at the top click on "Only 1099 vendors" and change it; now you can look down to see if you have missed any vendors that should be eligible for 1099
  - 4. You can also choose to see "All allowed accounts" instead of the accounts you have selected in your 1099 Preferences – at the top click on "Only 1099 accounts" and change it; this allows you to see if you have posted some transactions to the 1099 vendors incorrectly

1099 Deta	il 🗖 🗖 🔀
Modify Report	Memorize Print E-mail ▼ Export Hide Header Refresh
Dates Last Cale	ndar Year 🛛 From 01/01/2008 🗐 To 12/31/2008 🗐 Sort By Default 🔍
1099 Options	nly 1099 vendors 💉 Only 1099 accounts 💌
9:10 PM	Ferry's Bookkeeping, Etc. LLC
02/13/09	1099 Detail
	January through December 2008
♦ <u>Т</u> у	pe
N TOTAL	

## VII. Printing your 1099's

а.

а.

- A. You will need to purchase 1099 forms for the year you are reporting Copy A to send to the IRS, Copy B to send to the vendor, and Copy C to either send to the vendor also or keep for your records, and a 1096 (usually comes with the Copy A); the IRS does not accept copies, they must be the original red Copy A
- B. Vendors Print 1099s/1096
  - 1. Review your 1099 Vendors Run Report to see a list of all your vendors and whether they are selected as "Eligible for 1099"; you can also check to make sure you have complete addresses for your vendors.



2. Set up your 1099 Account mapping – Map Accounts – this is a repeat of VI.A. above, setting the 1099 Preferences

2	. Set	up yo	ur 10	99 Ac	count	mapp	ing						
	<u>M</u> a	p Acco	ounts		Jse the .099 bo						1099 b	oox. A	

 Run a summary report to review your 1099 data – Run Report – click here to see a summary report of each vendor eligible to receive a 1099, how much the 1099 will print in each category, and if there are transactions posted for each vendor in a non-1099 category

	report to review your 1099 data
Run Repor <u>t</u>	This report shows 1099 payments by box. You can review and correct uncategorized payments that will not appear on 1099s because the account is
	not associated with a 1099 box. Double-click an amount to get the details behind the numbers.

4. Print 1099s and 1096 Summary – Print 1099s – click it

a.				n preprinted 1099 stock. For <u>click here.</u> Help	information about
b.	Che	ck that the y	ear is correct –	ОК	
		Printing 10	99-MISC and 10	96 Forms 🛛 🔀	
		Please specify	a date range:		
		Last Calendar	Year 💌	ОК	
		Fro <u>m</u>	01/01/2008 🔳	Cancel	
	i.		12/31/2008 🔳	Help	

P.O. Box 1551 • Redmond, OR 97756 • 541-550-0465 www.ferrysbookkeeping.com • ferrybkpg@msn.com c. Select the vendors you want to print 1099s for (or leave them all selected – recommended)



- d. \_\_\_\_\_\_\_ click here to look through what the 1099's will look like
  - Check each name and address to be sure they look correct if something doesn't look right, close out of the Preview window and go back to Edit Vendor to fix any problems

```
e.
```

i.

i. I recommend putting all your Copy C's in the printer and print 1 copy, check them over for accuracy, then put Copy B in printer and print 1 copy, then put Copy A in printer and print 1 copy

```
f. Print 109<u>6</u>
```

- I recommend printing all your 1099's at once, then printing your 1096, but you can split them up, but don't print your 1096 until you have all 1099's printed, then make sure you have all the vendors checked before printing the 1096
- ii. Put your 1096 in the printer and print 1 copy
- iii. Make sure you sign, put your title, and date the 1096
- iv. Make a copy of it before mailing
- v. If you didn't keep Copy C of the 1099's, make sure you make a copy of them
- 5. Mail the 1099's Copy B to the vendors
  - a. It is best to purchase envelopes made for 1099's
  - b. If you use your own envelopes, they must have "Important Tax Return Document Enclosed" printed on them
  - c. Mail by January 31.
- 6. Mail the 1096 and Copy A 1099's
  - a. Tear off the right side before mailing
  - b. Do not fold or separate the forms, and do not staple, tear, or tape them
  - c. Address a full-size Manila Envelope (9x12, for example) to:

Department of the Treasury Internal Revenue Service

Kansas City, MO 64999

d. Mail by February 28.