Your guide to the 1099 forms

First, you need to be sure that you're buying and printing on the right forms. This document will show you what those are. You must:

- Buy forms from Intuit
- If not from Intuit, they must be QuickBooks compatible (and say so on the package)

Here's what the first form will look like—it's usually in red and is called **Copy A**. It gets mailed directly to the IRS. This form will print with two separate vendors on the page. When the batch is done, collect all the red ones and send them to the IRS in one envelope.

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The second form is called **Copy 1** and goes to the state where you file your taxes. You'll compile all the copy 1 forms and send them in one envelope to the state.

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Here's the next form in the set. It's called **Copy B** and goes to the 1099 vendor. These also print 2 vendors per page and you should separate the forms and mail to the vendor along with Copy 2 in the same envelope.

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Form 1099-MISC			Department of the Treasury	38-2099803 Internal Revenue Service
Form 1099-MISC			Department of the Treasury	36-2099803 Internal Revenue Service
Form 1099-MISC	city, state, ZIP code, and telephone r	RECTED (if checked)	Department of the Treasury OMB No. 1545-0115	38-2099803 Internal Revenue Service
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OK, so now that we know how it's SUPPOSED to work, here are some things that can go wrong:

Wrong collation of forms:

When you print forms in QuickBooks Online, it only prints ONE COPY of the five sets needed. So, you need to load your copy A, and print all the 1099s. Then you need to load your copy B, and so on.

The 1099s will print two vendors per page. So if you have 16 vendors, you'll need 8 forms. If you have 17 vendors, you'll need 9. When you click **Print 1099**, QuickBooks Online will print for 17 vendors, on 9 pages, if you've checked off 17 vendors to print. Then it will stop.

You have to load 9 Copy B forms, then print again. Then load 9 Copy 1 forms and print again, and so on.

If you've collated them yourself (such as copy A, B, 1, 2, and C all stacked together), QBO will print each vendor once on the pages, so it won't work for you.

Wrong forms:

We're seeing people buying forms from other suppliers that don't work with QuickBooks. It has to state on the package that it does! Here's some pictures of wrong forms:

	VOID CORRE	СТ	ED					
PAYER'S name, street address,	city, state, and ZIP code	1	Gross distribut	ion	OM	IB No. 1545-0119	P	Distributions From ensions, Annuities, Retirement or
		3 2a	Taxable amour	nt	2	2011		Profit-Sharing Plans, IRAs, Insurance
		\$			F	orm 1099-R		Contracts, etc.
		2b	Taxable amount not determined	nt J		Total distributio	n 🗌	Copy 1 For
PAYER'S federal identification number	RECIPIENT'S identification number	3	Capital gain (in in box 2a)	cluded	4	Federal income withheid	tax	State, City, or Local
		\$			\$			Tax Department
RECIPIENT'S name		5	Employee contr /Designated Ro contributions of insurance prem	ibutions th r iums	6	Net unrealized appreciation in employer's sec) curities	
		\$			\$			
Street address (including apt. no	•}	7	Distribution code(s)	IRA/ SEP/ SIMPLE	8	Other		
					\$		%	
City, state, and ZIP code		9a	Your percentage distribution	of total %	9Ь \$	Total employee con	tributions	
10 Amount allocable to IRR within 5 years	11 1st year of desig. Roth contrib.	12 \$	State tax withhe	bk	13	State/Payer's st	tate no.	14 State distribution \$
\$		ŝ						\$
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		\$						\$
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Form 1099-R					D	epartment of the T	Treasury -	Internal Revenue Service

This form isn't a 1099-MISC, it's a 1099-R. As a reminder, the only form QuickBooks Online supports and prepares is a 1099-MISC.

PAYER'S name, street address, city, s	tate. ZIP code, and telepho	009.00	1 Rents	Planet marke stind ages of \$1.000 or marke of consumer products to a	OMB No. 1545-0115
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			\$	\$	a negligence penalty or
			7 Nonemployee compensation	18 State income	imposed on you if this
			\$	\$	income is taxable and the IRS determines that
Account number (optional)			8 Substitute payments in lieu	15	it has not been
		1	\$		reported.
		CORRE	CTED (if checked)		
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Anything with multiple form types (Copy B, Copy 1, etc.) on the same page isn't going to work! Also, no form with three parts on one page will work. So this form above is a double whammy.

If these tips didn't help, you can get in touch with QuickBooks Online Customer Care by clicking **Help** in the upper right of any screen, then choosing **Contact Us**.