



# PRINTING 1099 FORM

AP

## QUICK REFERENCE GUIDE AP-39

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Print 1099 Forms in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers the steps to print 1099 forms in NCFS.



**User Tip:**

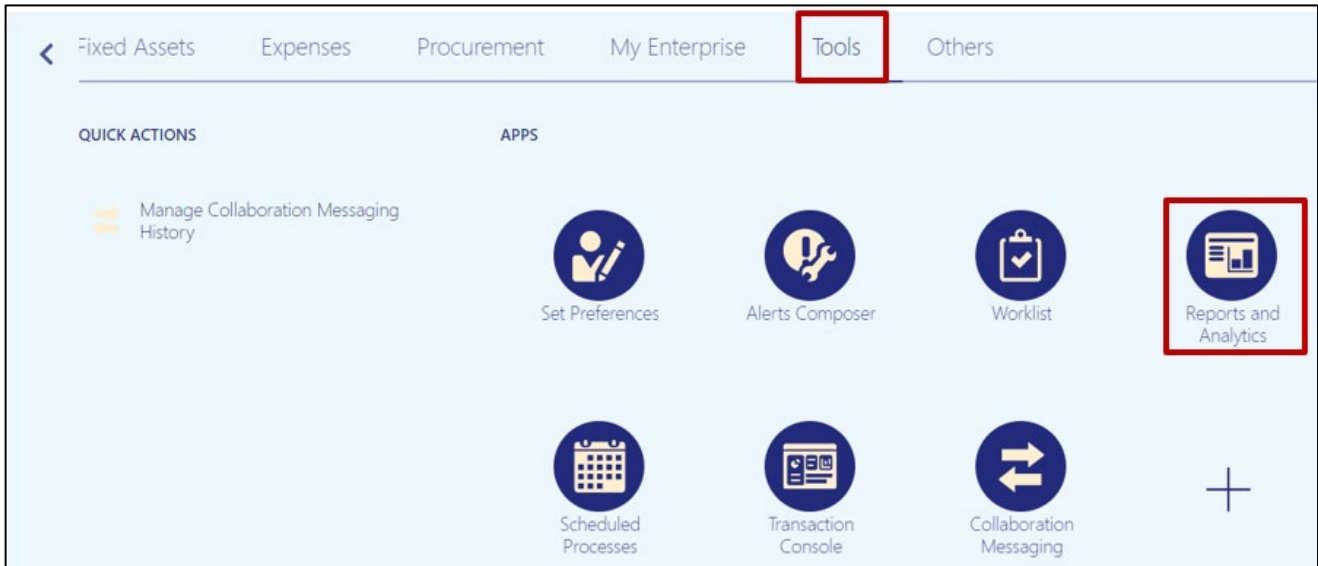
The following are prerequisites:

1. You will need the NC Tax Report security role to print 1099 forms.

## Print 1099 Form

To print 1099 form in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.



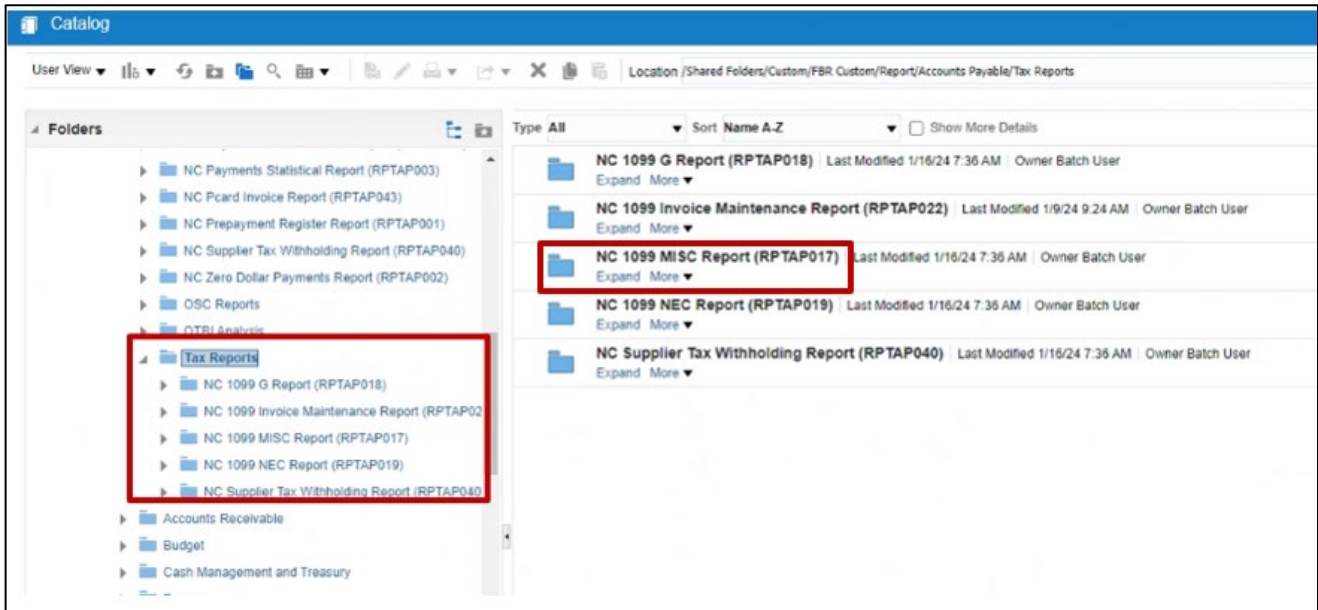
3. Click on the **Browse Catalog** button on the top right corner of the page.



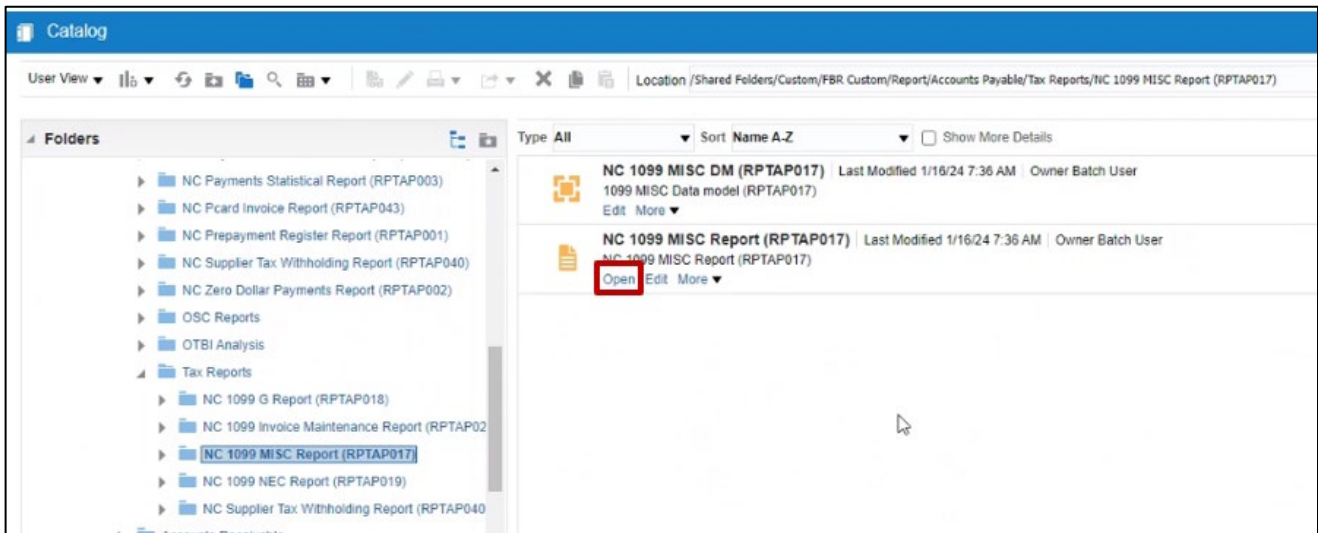
- The Catalog page is displayed, navigate to **Shared Folder → Custom → FBR Custom → Report → Accounts Payable → Tax Reports folder.**

List of the reports are displayed, please use the appropriate report you would like to print.

In this example, we will use **NC 1099 MISC Report.**



- Click on the report and click on the **Open** link.



6. NC 1099 MISC Report is displayed.

Select

- Legal Entity (Business Unit)
- From Payment Date – 1/1/20XX
- To Payment Date – 12/31/20XX
- File Type – Original
- Click Apply

NC 1099 MISC Report (RPTAP017)

Legal Entity: NC DHHS CHILD AND FAMIL | \* From Payment Date: 01/01/2023 | \* To Payment Date: 12/31/2023 | Supplier Name: All

File Type: Original | Original Submission Date: | Order By: State Code | **Apply**

NC 1099 MISC Report\_RPT... | NC 1099 MISC Report\_RPT...

7. Completed report will be displayed. Click on the **Printer Icon** on the right side of the page.

NC 1099 MISC Report\_RPT...

1 / 1 | 100% | [Print Icon]

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NC DHHS CHILD DEVELOPMENT AND EARLY EDUCATION 2019 MAIL SERVICE CENTER RALEIGH NC 27609 919-827-6031		1 Rents \$ 633,933.30	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022)  For calendar year 2023	<b>Miscellaneous Information</b>  <b>Copy B For Recipient</b> This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN [REDACTED]	RECIPIENT'S TIN [REDACTED]	2 Royalties \$		
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code TERESA G HOBBS FAMILY TRUST LL 343 E SIX FORKS RD STE 300 RALEIGH NC 27609		3 Other income \$	4 Federal income tax withheld \$	
		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$	
		9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$	
		11 Fish purchased for resale \$	12 Section 409A deferrals \$	
		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments \$	
			15 Nonqualified deferred compensation \$	

8. Printer option will be displayed, select the correct printer from Destination dropdown.

Note: Please do not select the Check Printer. Click on the More Settings.

The screenshot shows the print interface for a 1099-MISC form. The form content is visible on the left, including the recipient's name (HS CHILD), the payer's name (WELLS FARGO BANK), and various tax-related fields. On the right, a print dialog is open, showing 'Print 24 sheets of paper'. The 'Destination' dropdown is set to 'HP Deskjet Plus 4100 se'. The 'Pages' dropdown is set to 'All', 'Copies' is '1', and 'Color' is 'Black and white'. A red box highlights the 'More settings' button, which is currently disabled.

9. More settings options will display. Make sure to choose the correct settings including paper size, scale etc.

This screenshot shows the same print interface as above, but with the 'More settings' dialog expanded. The 'Paper size' is set to 'Letter', 'Pages per sheet' is '1', 'Quality' is '300 dpi', and 'Scale' is 'Fit to paper'. The 'Two-sided' section has 'Print on both sides' unchecked. A red box highlights the 'More settings' dialog area.

10. Once all the settings are selected and before printing the form, please print a test page to make sure the printout comes out as expected. Click on **Pages** dropdown option and select **Custom**.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
 NC. DBS CHILD AND FAMILY WELL-BEING  
 2019 MAIL SERVICE CENTER  
 RALEIGH NC 27609  
 919.527.4011

OMB No. 1545-0115  
 Form **1099-MISC**  
 (Rev. January 2022)

**Miscellaneous Information**

1 Rents \$ 16,708.92  
 2 Royalties \$  
 For calendar year 2023  
 3 Other income \$  
 4 Federal income tax withheld \$

5 Fishing boat proceeds \$  
 6 Medical and health care payments \$  
 7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale   
 8 Substitute payments in lieu of dividends or interest \$  
 9 Crop insurance proceeds \$  
 10 Gross proceeds paid to an attorney \$  
 11 Fish purchased for resale \$  
 12 Section 408A deferrals \$  
 13 FATCA filing requirement   
 14 Excess golden parachute payments \$  
 15 Nonqualified deferred compensation \$  
 16 State tax withheld \$  
 17 State/Payer's state no. \$  
 18 State income \$

Account number (see instructions) 10133

Form 1099-MISC (Rev. 1-2022) (keep for your records) www.irs.gov/form1099-misc Department of the Treasury Internal Revenue Service

**Instructions for Recipient**  
**Recipient's taxpayer identification (TIN).** For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS.  
**Account number.** May show an account or other unique number the payer assigned to distinguish your account.  
**Amounts shown may be subject to self-employment (SE) tax.** Individuals should see the Instructions for Schedule SE (Form 1040), Corporations, S corporations, or partnerships must report the amounts on the appropriate line of their tax returns.  
**Form 1099-MISC incorrect?** If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form attach an explanation to your tax return and report this information correctly.  
**Box 1.** Report rents from real estate on E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented property as a business. See Pub. 527.  
**Box 2.** Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, coal, and iron ore, see Pub. 544.  
**Box 3.** Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, golfer, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).  
**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.  
**Box 5.** Shows the amount paid to you as a fishing boat crew member by the operator.  
**Box 6.** For individuals, report on C (Form 1040).  
**Box 7.** If consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).  
**Box 8.** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loss of your securities. Report on the "Other income" line of Schedule 1 (Form 1040).  
**Box 9.** Report this amount on Schedule E (Form 1040).  
**Box 10.** Shows gross proceeds paid to an attorney in connection with legal services, only the amount paid as income on your return.  
**Box 11.** Shows the amount of cash you realized for the sale of fish if you are in the trade or business of catching fish.  
**Box 12.** Shows the amount of cash you realized for the sale of fish if you are in the trade or business of catching fish.  
**Box 13.** If the FATCA filing requirement is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the Instructions for Form 8878.  
**Box 14.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.  
**Box 15.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SR, or 1040-ES. See the instructions for your return.  
**Boxes 16-18.** Show State or local income tax withheld from the payments.  
**Future developments.** For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099-misc.

Print 24 sheets of paper  
 Destination HP Deskjet Plus 4100 se  
 Pages All  
 Copies 1  
 Color Black and white  
 More settings  
 Paper size Letter  
 Pages per sheet 1  
 Quality 300 dpi  
 Scale Fit to paper  
 Two-sided  Print on both sides  
 Print using system dialog... (Ctrl+Shift+P)

11. Enter 1 in the eg – field, this is to make sure to print just one test page before proceeding to print all the pages in the report.

CORRECTED (if checked)

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 NC. DBS CHILD AND FAMILY WELL-BEING  
 2019 MAIL SERVICE CENTER  
 RALEIGH NC 27609  
 919.527.4011

OMB No. 1545-0115  
 Form **1099-MISC**  
 (Rev. January 2022)

**Miscellaneous Information**

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 For calendar year 2023  
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Account number (see instructions) 10133

Form 1099-MISC (Rev. 1-2022) (keep for your records) www.irs.gov/form1099-misc Department of the Treasury Internal Revenue Service

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**Box 3.** Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, golfer, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).  
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**Box 5.** Shows the amount paid to you as a fishing boat crew member by the operator.  
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**Box 13.** If the FATCA filing requirement is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the Instructions for Form 8878.  
**Box 14.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.  
**Box 15.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SR, or 1040-ES. See the instructions for your return.  
**Boxes 16-18.** Show State or local income tax withheld from the payments.  
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Print 1 sheet of paper  
 Destination HP Deskjet Plus 4100 se  
 Pages Custom  
 eg 1-5, 8, 11-13  
 Copies 1  
 Color Black and white  
 More settings  
 Paper size Letter  
 Pages per sheet 1  
 Quality 300 dpi  
 Scale Fit to paper  
 Two-sided  Print on both sides  
 Print using system dialog... (Ctrl+Shift+P)

12. Click on the **Print** button.

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022)		Miscellaneous Information
2019 MAIL SERVICE CENTER RALEIGH NC 27699 919-527-6031		\$ 16,708.92		For calendar year 2023		
PAYER'S TIN		3 Other income		4 Federal income tax withheld		
RECIPIENT'S TIN		\$		\$		
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code		5 Fishing boat proceeds		6 Medical and health care payments		
RODENTHAMER NC PROPERTIES LLC 1330 SE 4TH AVE STE A FORT LAUDERDALE FL 33316		\$		\$		
13 FATCA filing requirement		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale		8 Substitute payments in lieu of dividends or interest		
<input type="checkbox"/>		9 Crop insurance proceeds		10 Gross proceeds paid to an attorney		
Account number (see instructions)		11 Fish purchased for resale		12 Section 408A deferrals		
305135		\$		\$		
Form 1099-MISC (Rev. 1-2022) (keep for your records)		14 Excess golden parachute payments		15 Nonqualified deferred compensation		
www.irs.gov/Form1099-MISC		\$		\$		
Department of the Treasury		16 State tax withheld		17 State/Payer's state no.		
Internal Revenue Service		\$		\$		
18 State income		\$		\$		

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Destination: HP Deskjet Plus 4100 se

Pages: Custom

Copies: 1

Color: Black and white

More settings: ^

Paper size: Letter

Pages per sheet: 1

Quality: 300 dpi

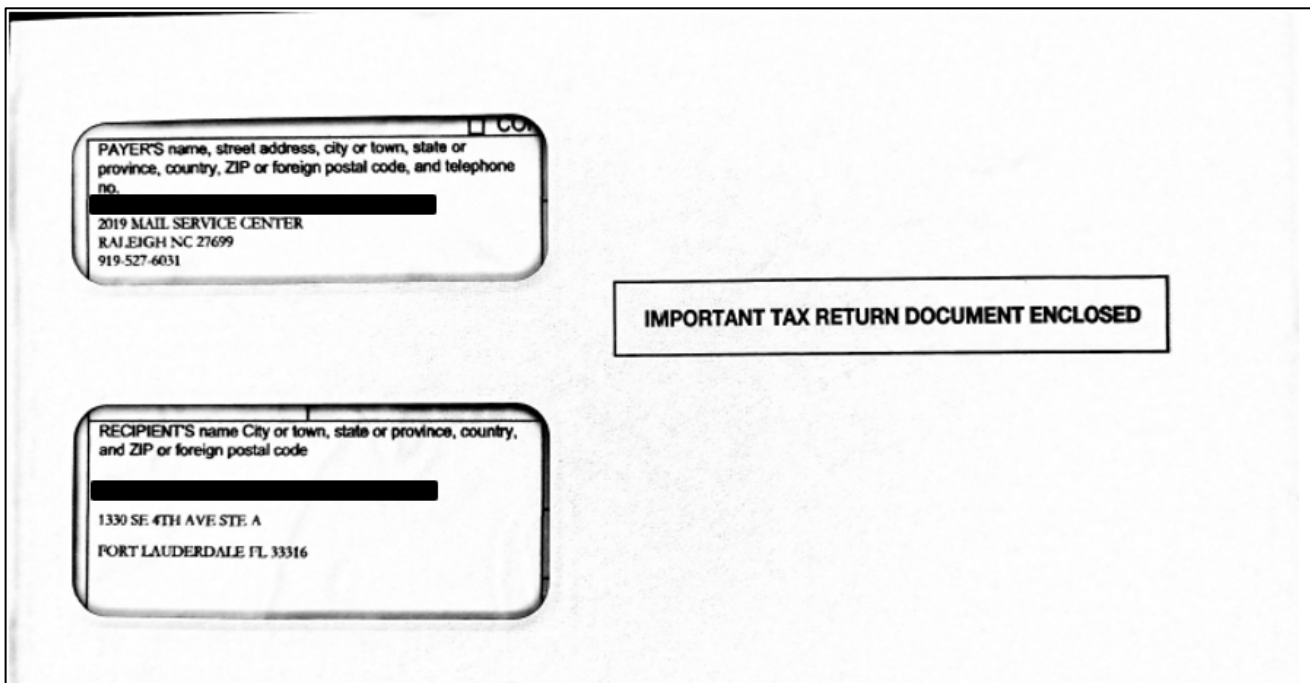
Scale: Fit to paper

Two-sided:  Print on both sides

Print using system dialog... (Ctrl+Shift+P)

**Print** Cancel

**Note:** Fold your form in half and put it in the envelope and please make sure that the form fits in the envelope. Please refer to the image below.



## Wrap-Up

Print 1099 forms using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management