



PRINTING 1099 CORRECTION FORM



QUICK REFERENCE GUIDE AP-42

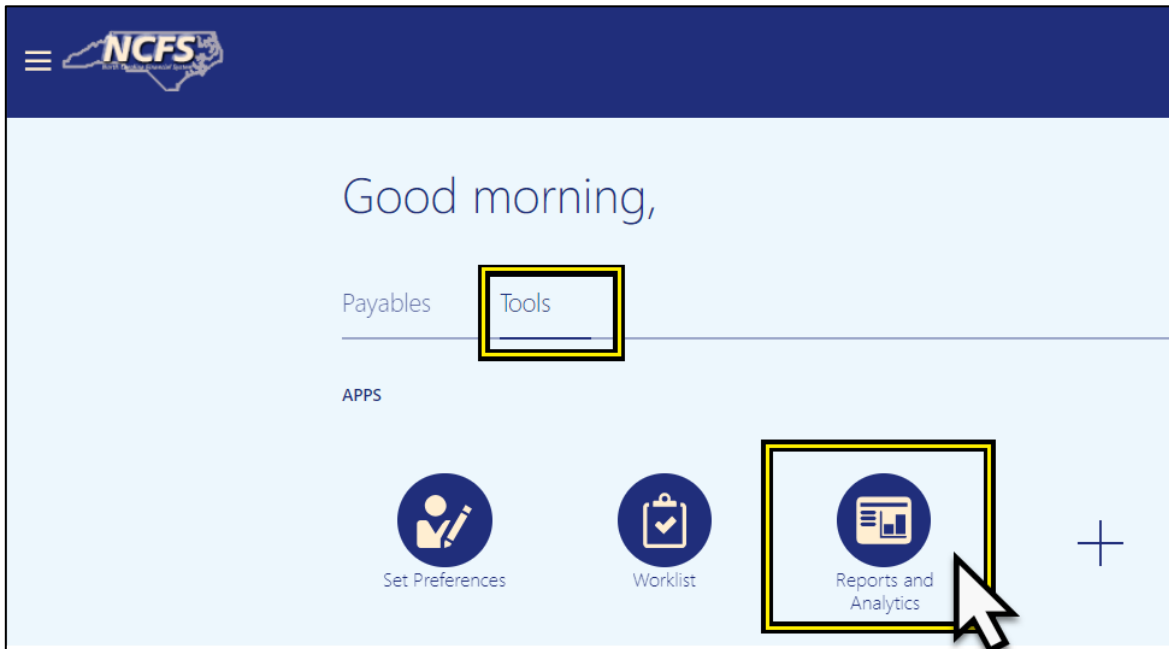
PURPOSE

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

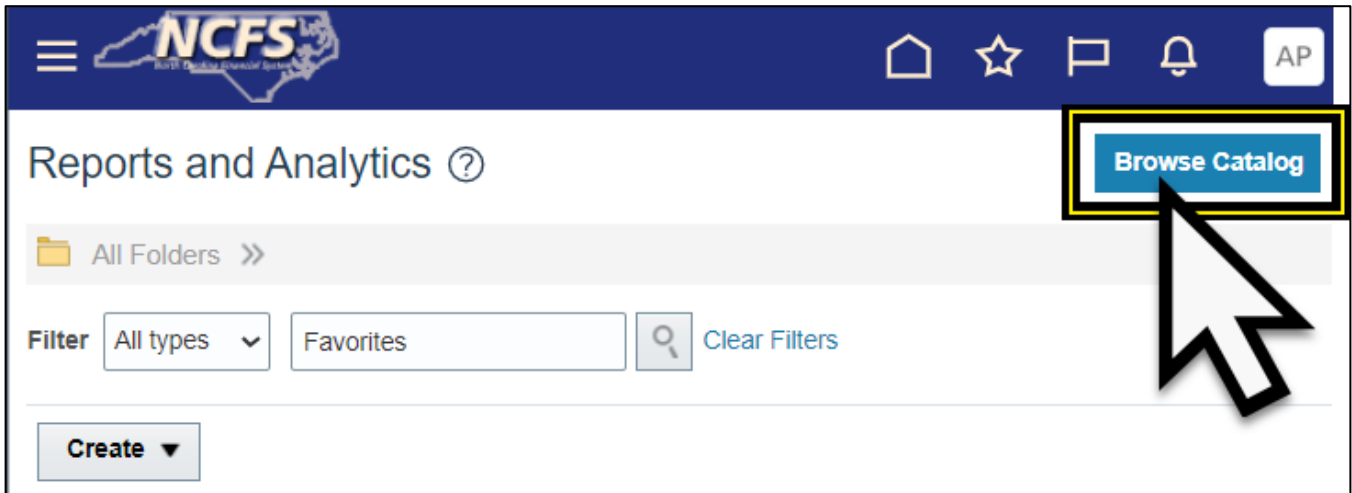
PRINT 1099 FORM

Follow the steps to print 1099 form in NCFS.

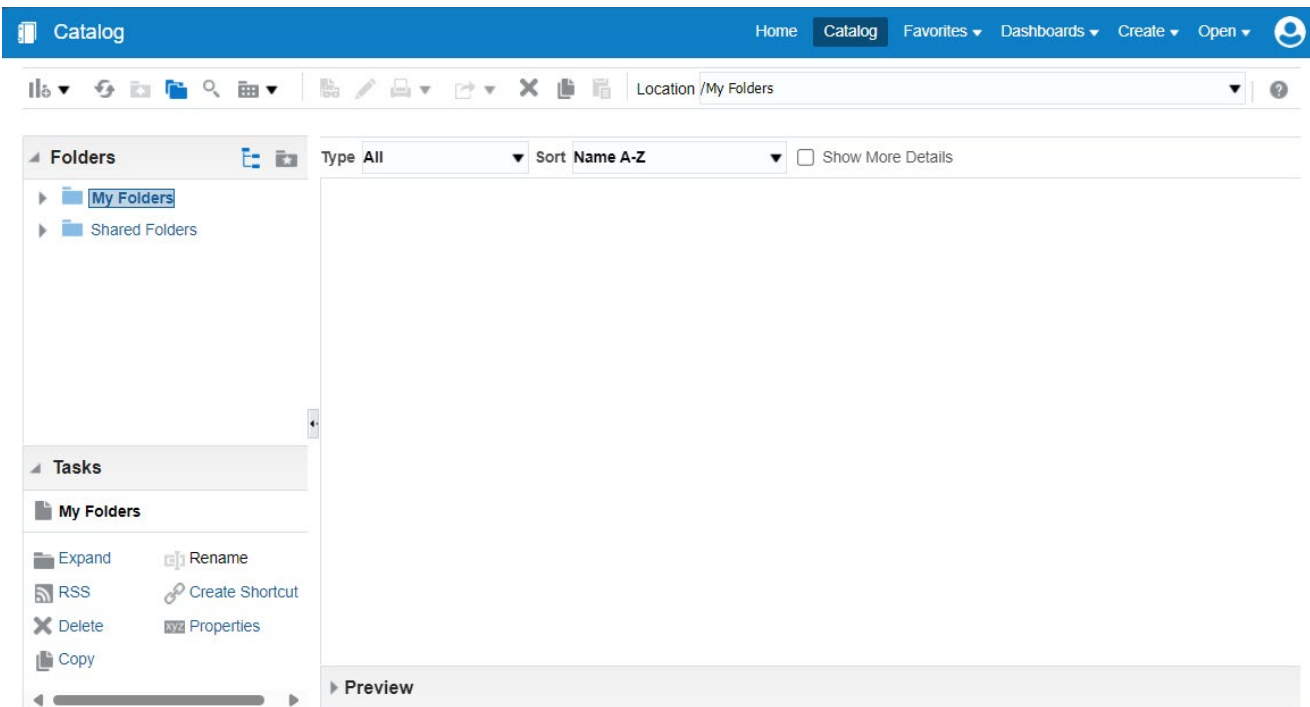
1. Log in to the NCFS portal.
2. Click the **Tools** tab, from the home page.
3. Click the **Reports and Analytics** app.



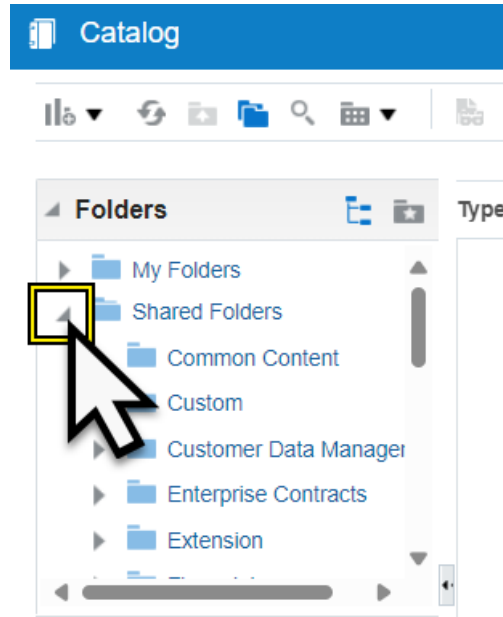
4. Click the **Browse Catalog** button at the top right corner of the page.



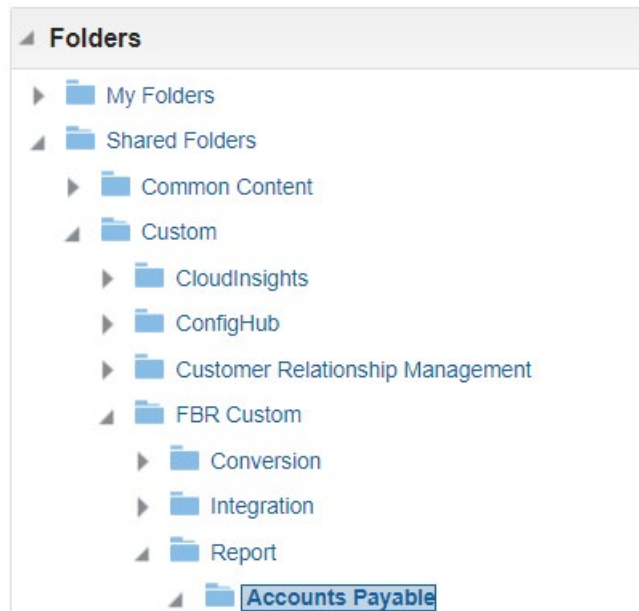
5. The Catalog page is displayed.



- Click the arrow to the left of **Shared** Folder in the left side panel to select and expand the Shared Folder.

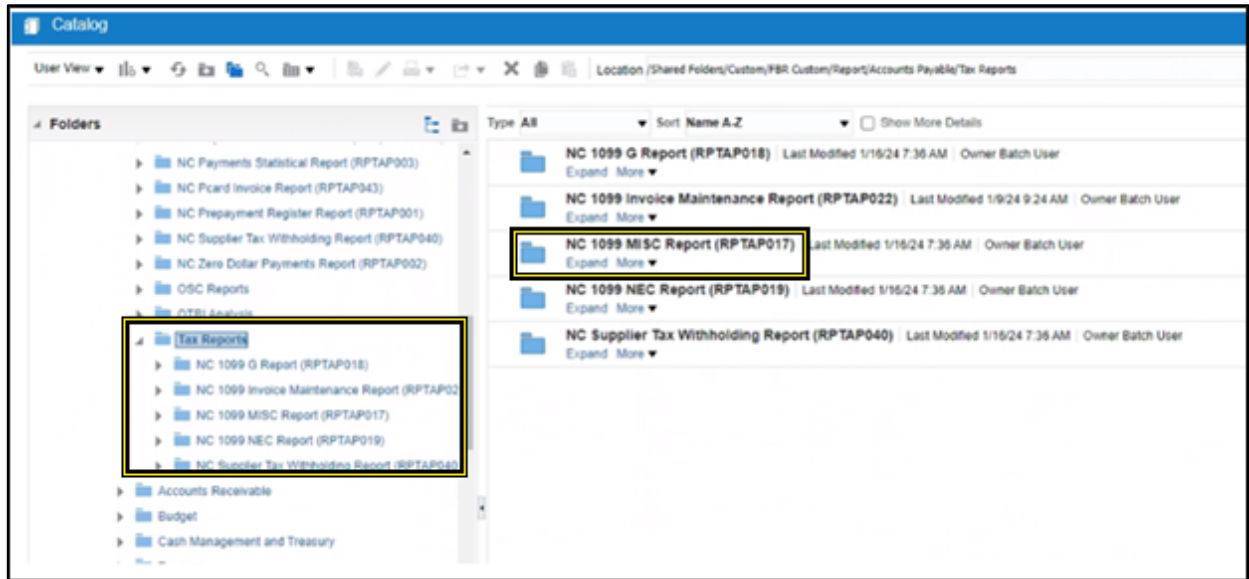


- Select and expand **Custom** Folder.
- Select and expand **FBR Custom** Folder.
- Select and expand **Report** Folder.
- Select and expand **Accounts Payable** Folder.

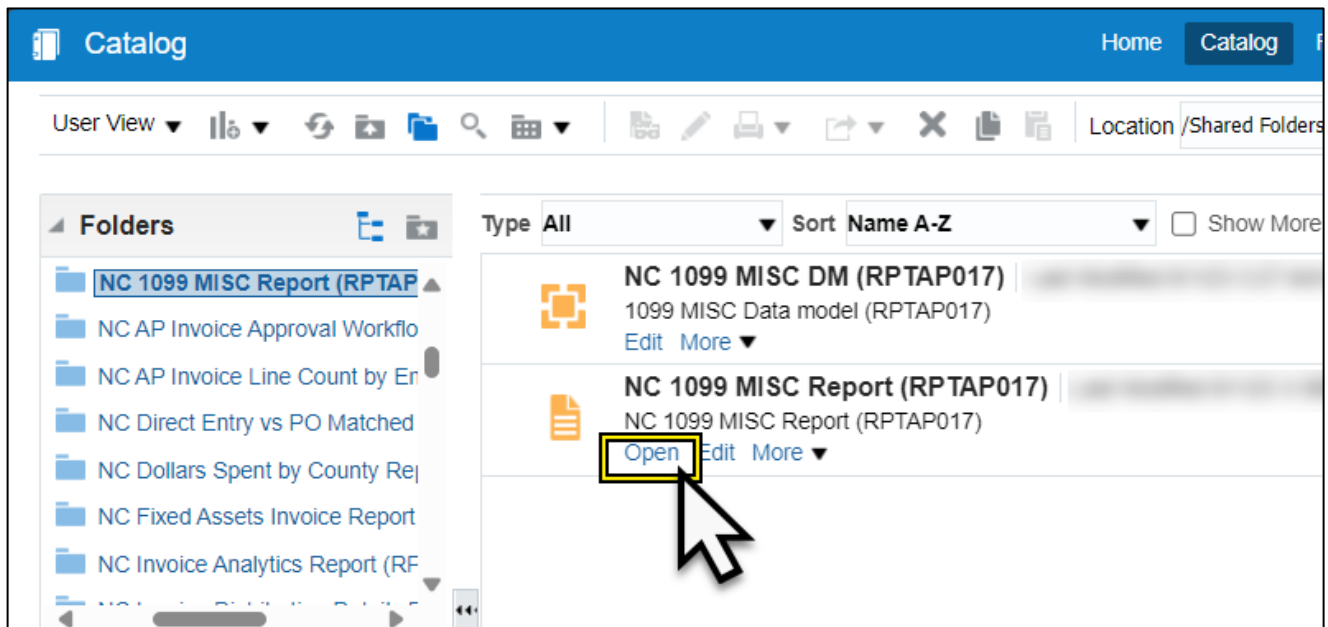


- Select and expand **Tax Reports** folder.

12. Reports listed in the Tax Reports folder are displayed. Select and expand the appropriate report folder you would like to print. In this example, we will use **NC 1099 MISC Report**.



13. Click **Expand** under the desired report folder and click **Open**.



14. NC 1099 MISC Report is displayed.

a. FOR CORRECTIONS:

i. Select the **Legal Entity (Business Unit)**.

ii. Correct **From Payment Date** - **01/01/23**.

iii. **To Payment Date** – **12/31/2023**.

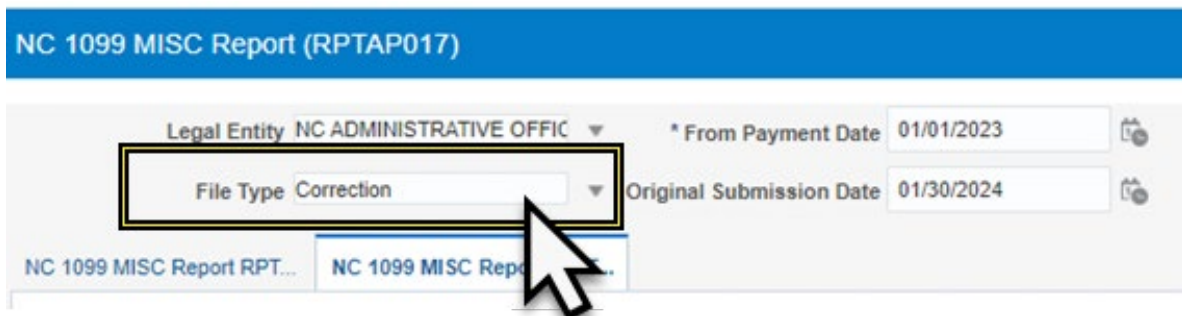
iv. File Type – Correction.

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC * From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report...



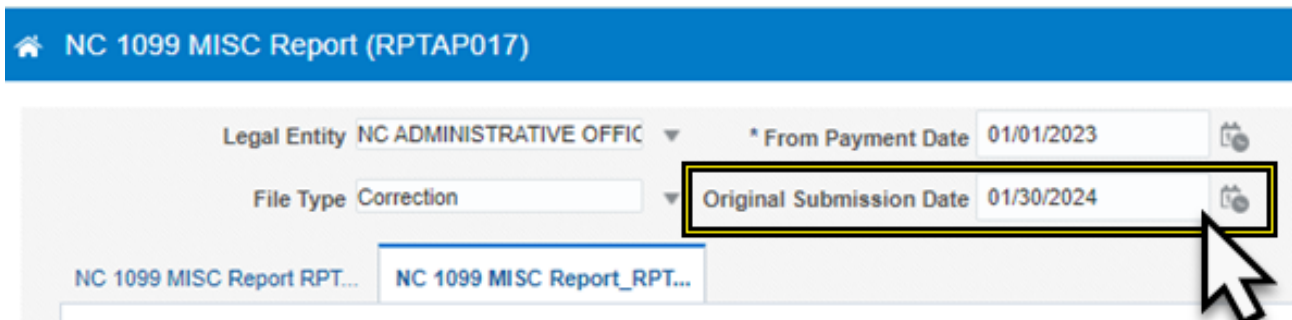
v. Original Submission Date – 01/30/24.

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC * From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...



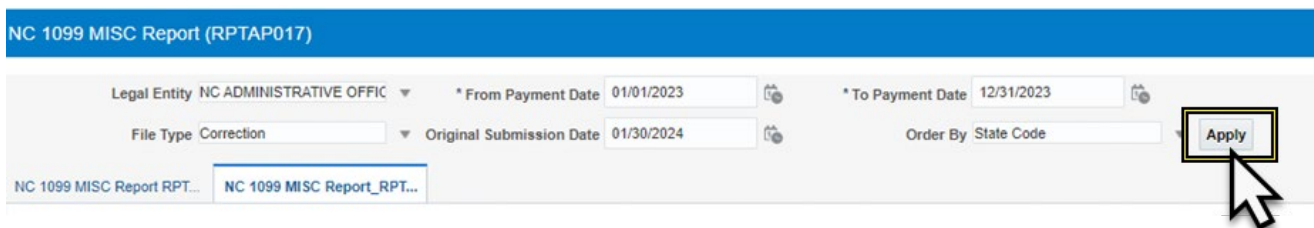
vi. Click Apply.

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC * From Payment Date 01/01/2023 * To Payment Date 12/31/2023

File Type Correction Original Submission Date 01/30/2024 Order By State Code

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT... Apply



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

The screenshot shows a web browser window displaying a 1099-MISC report. The report is titled "CORRECTED (if checked)" and includes fields for PAYER'S name, address, and TIN, as well as RECIPENT'S name, address, and TIN. It also contains a table of income and deduction items such as Rents, Royalties, Other income, Federal income tax withheld, Fishing boat proceeds, Medical and health care payments, Payer made direct sales, Substitute payments, Crop insurance proceeds, Gross proceeds paid to an attorney, Fish purchased for resale, Section 408A deferrals, FATCA filing requirement, Excess golden parachute payments, and Nonqualified deferred compensation. A "Miscellaneous Information" section on the right contains a "Copy B For Recipient" notice. A yellow box in the top right corner of the browser window highlights the printer icon, and a mouse cursor is pointing at it.

16. Select the correct printer from **Destination** dropdown in the Printer options displayed in the right-side panel.

Note: Please do not select the **Check Printer**.

17. Click the arrow next to **More Settings** to expand printer settings.

The screenshot shows the printer settings panel on the right side of the browser window. The panel includes a "Print" button, a "24 sheets of paper" indicator, a "Destination" dropdown menu set to "HP Deskjet Plus 4100 se", "Pages" set to "All", "Copies" set to "1", and "Color" set to "Black and white". A yellow arrow points from the printer icon in the previous screenshot to the printer settings panel. The "Destination" dropdown menu is highlighted with a yellow box, and the "More settings" button is also highlighted with a yellow box and a mouse cursor.

18. More settings options are displayed. Select the correct settings including paper size, pages per sheet, Quality, Scale, Two-sided printing, etc.

The image shows a 1099-Correction form on the left and a print settings dialog on the right. The form is titled 'CORRECTED (if checked)' and contains various fields for taxpayer information, income types, and tax withholdings. The print settings dialog includes options for destination (HP DeskJet Plus 4100 se), pages (All), copies (1), color (Black and white), and a 'More settings' section. The 'More settings' section is highlighted with a black border and contains options for paper size (Letter), pages per sheet (1), quality (300 dpi), scale (Fit to paper), and two-sided printing (Print on both sides). A yellow arrow points from the 'More settings' section of the print dialog to the form.

19. Print a test page once all settings are selected. Printing a test page ensures the printout comes out as expected.

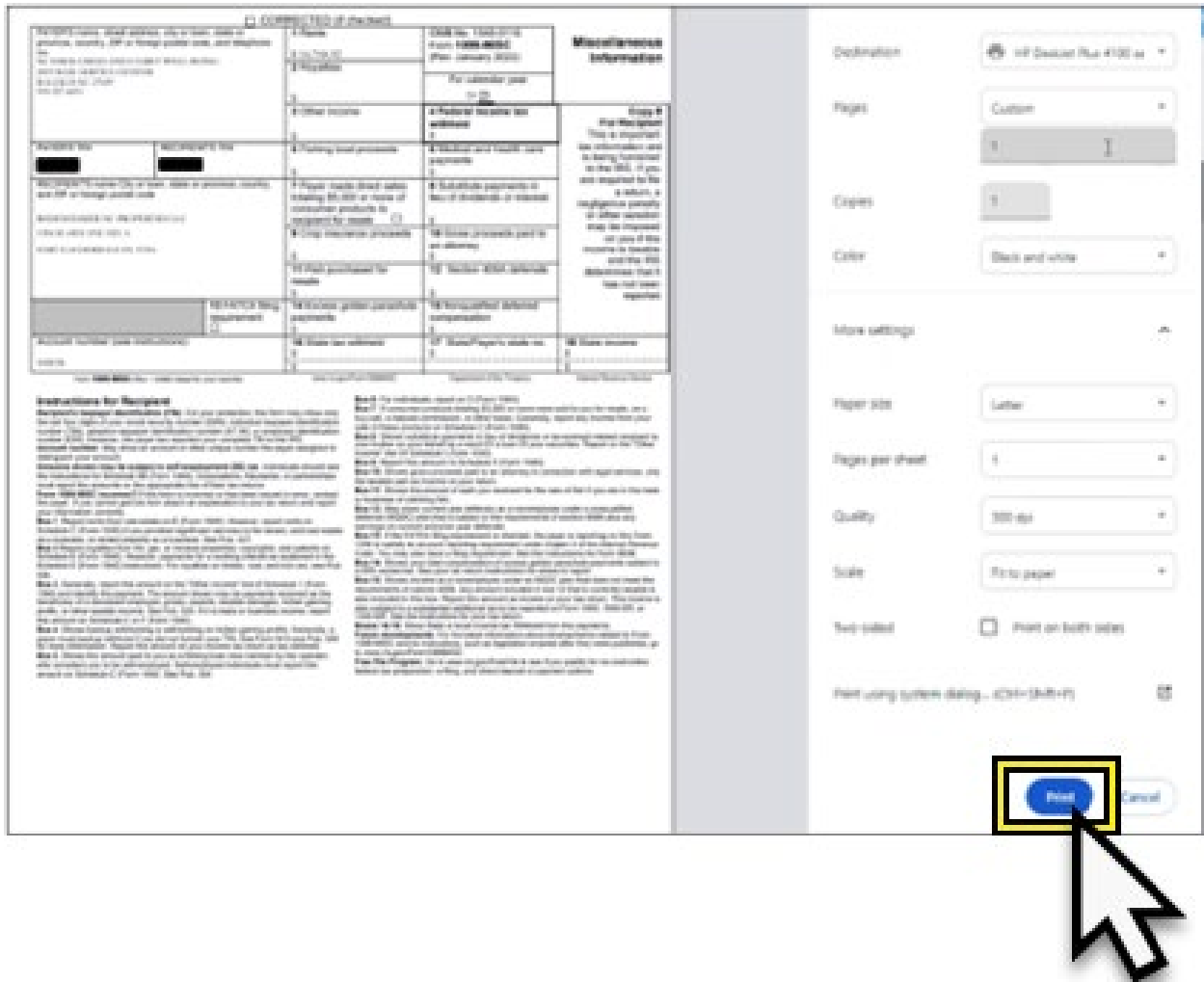
20. Click the **Pages** dropdown option and select **Custom**.

The screenshot shows the printing settings for a 1099-MISC form. The 'Pages' dropdown menu is expanded, and the 'Custom' option is highlighted. A mouse cursor is pointing at the 'Custom' option. The form itself is partially visible on the left, showing fields for Payer and Recipient information.

21. Enter **1** in the **eg –** field. This prints one test page before proceeding to print all the pages in the report.

The screenshot shows the printing settings for a 1099-MISC form. A yellow box highlights the 'eg –' field in the 'Pages' dropdown menu, with a yellow arrow pointing to it from a box containing the text 'Enter: 1'. The 'Pages' dropdown menu is open, showing options: Custom, 1-5, 8, 11-13.

22. Click the **Print** button.



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.

