



PRINTING 1099 CORRECTION FORM



QUICK REFERENCE GUIDE AP-42

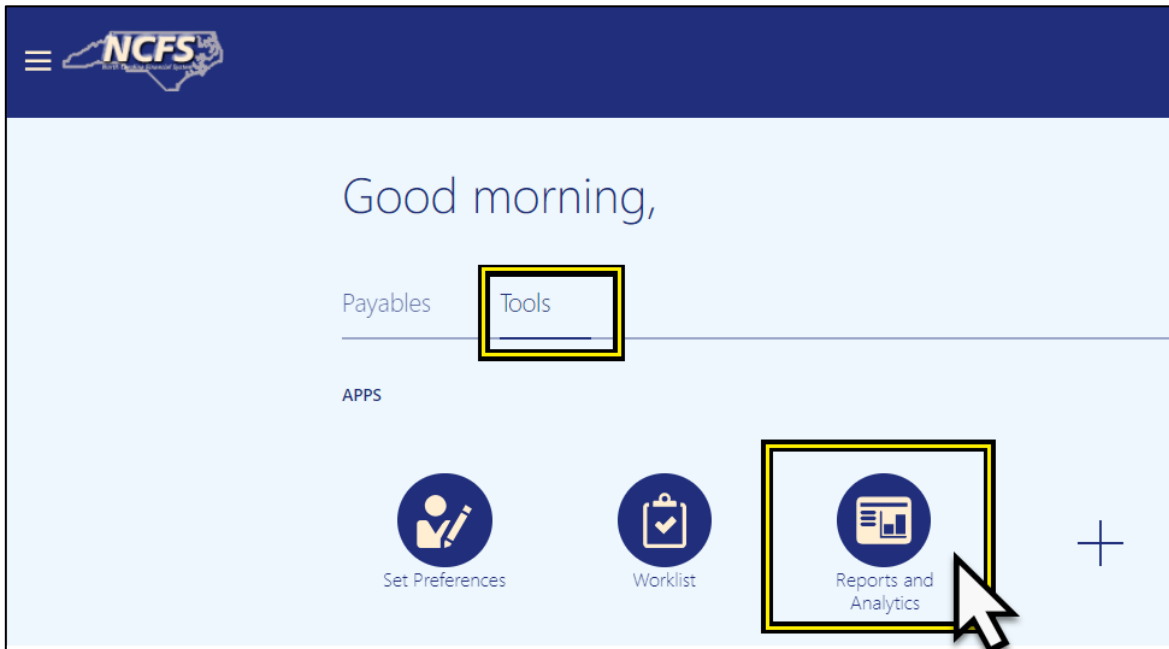
PURPOSE

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**).

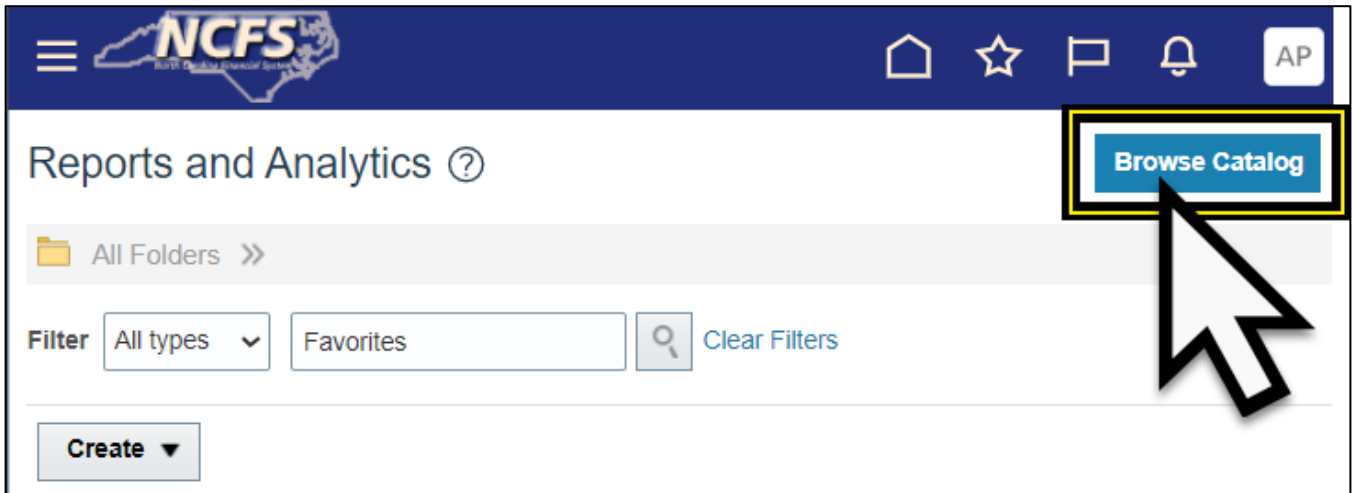
PRINT 1099 FORM

Follow the steps to print 1099 form in NCFS.

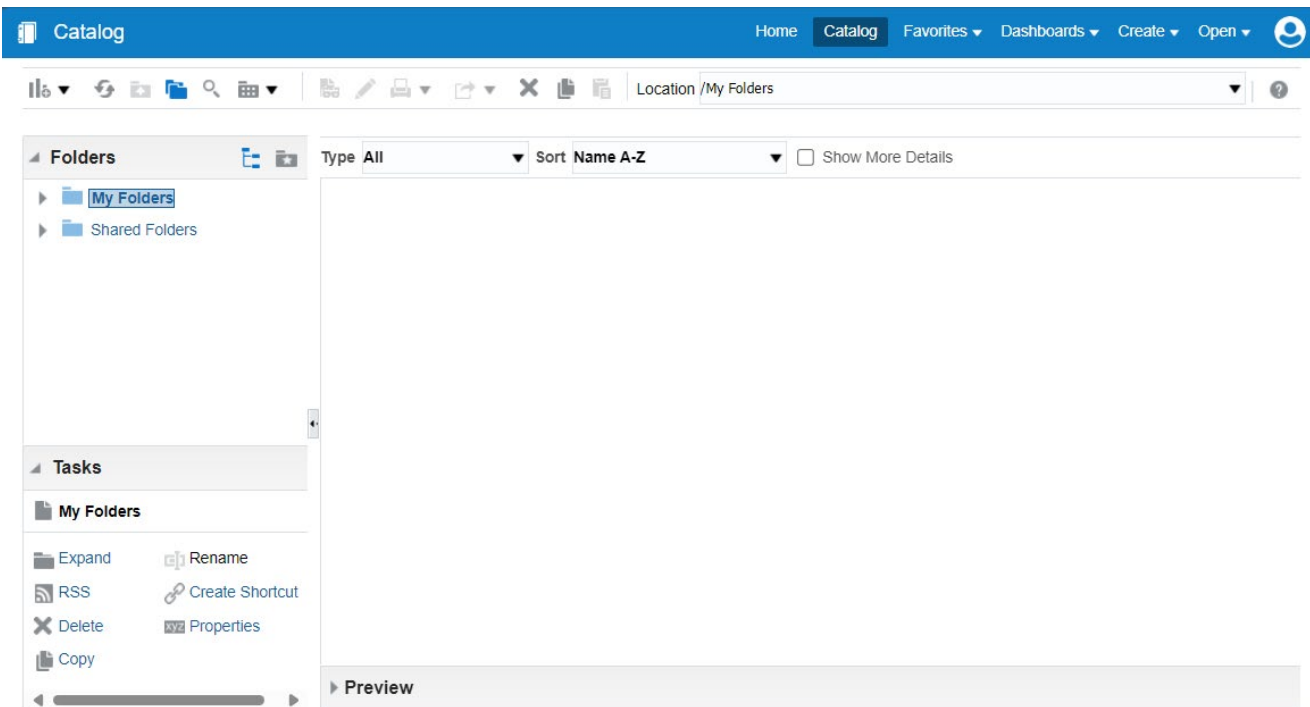
1. Log in to the NCFS portal.
2. Click the **Tools** tab, from the home page.
3. Click the **Reports and Analytics** app.



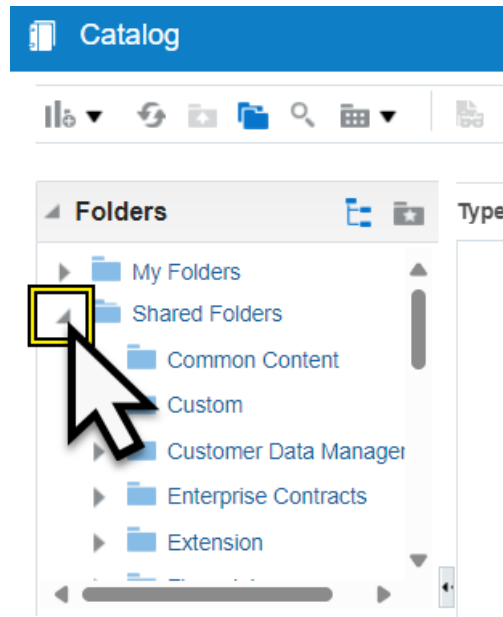
4. Click the **Browse Catalog** button at the top right corner of the page.



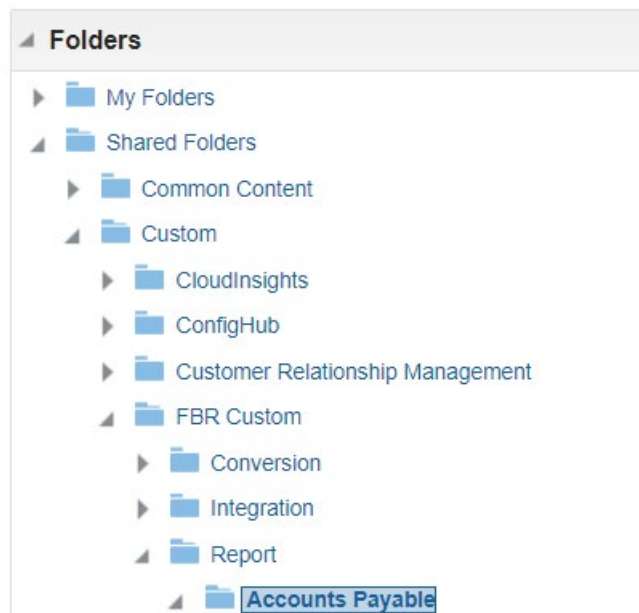
5. The Catalog page is displayed.



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

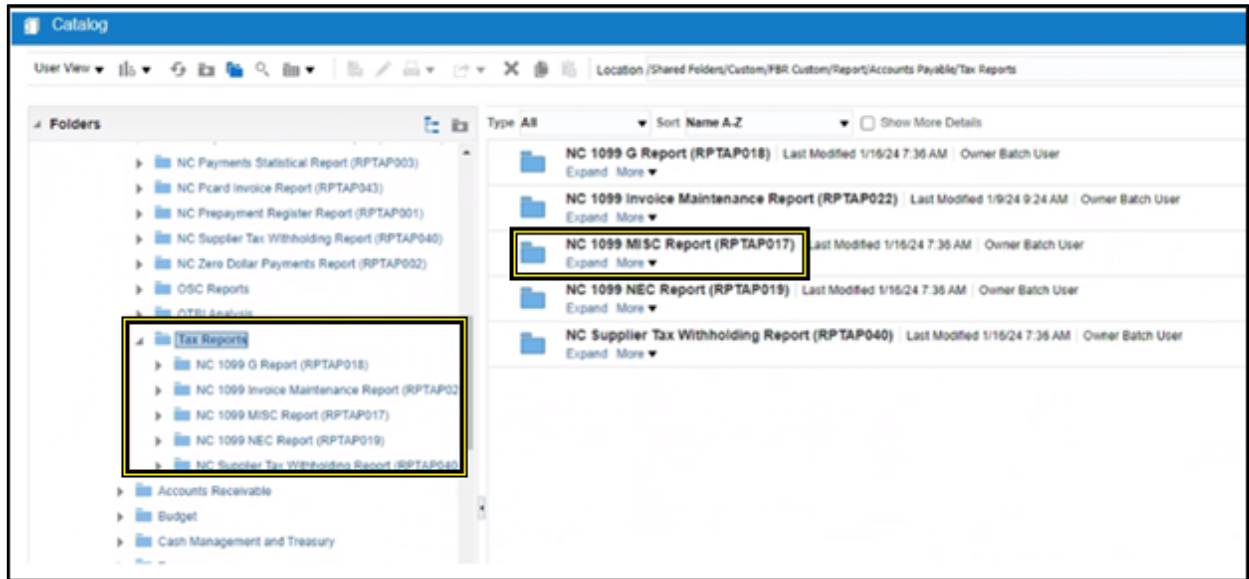


- Select and expand **Custom** Folder.
- Select and expand **FBR Custom** Folder.
- Select and expand **Report** Folder.
- Select and expand **Accounts Payable** Folder.

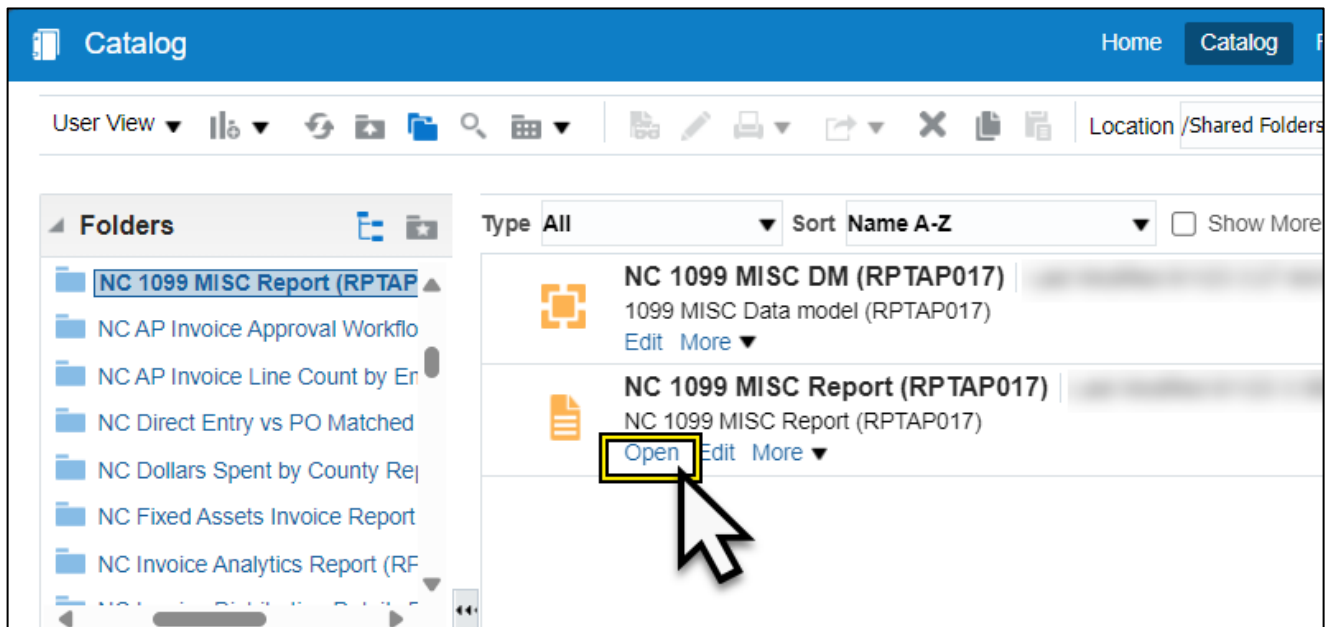


- Select and expand **Tax Reports** folder.

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 - 01/01/20XX**.

iii. **To Payment Date – 12/31/20XX**.

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/XX/20XX.

Note: This date will vary from year to year and is based on when the original 1099 file is submitted to the IRS by OSC. The original submission date will be communicated to the agencies before the 1099 correction forms are available to be printed

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

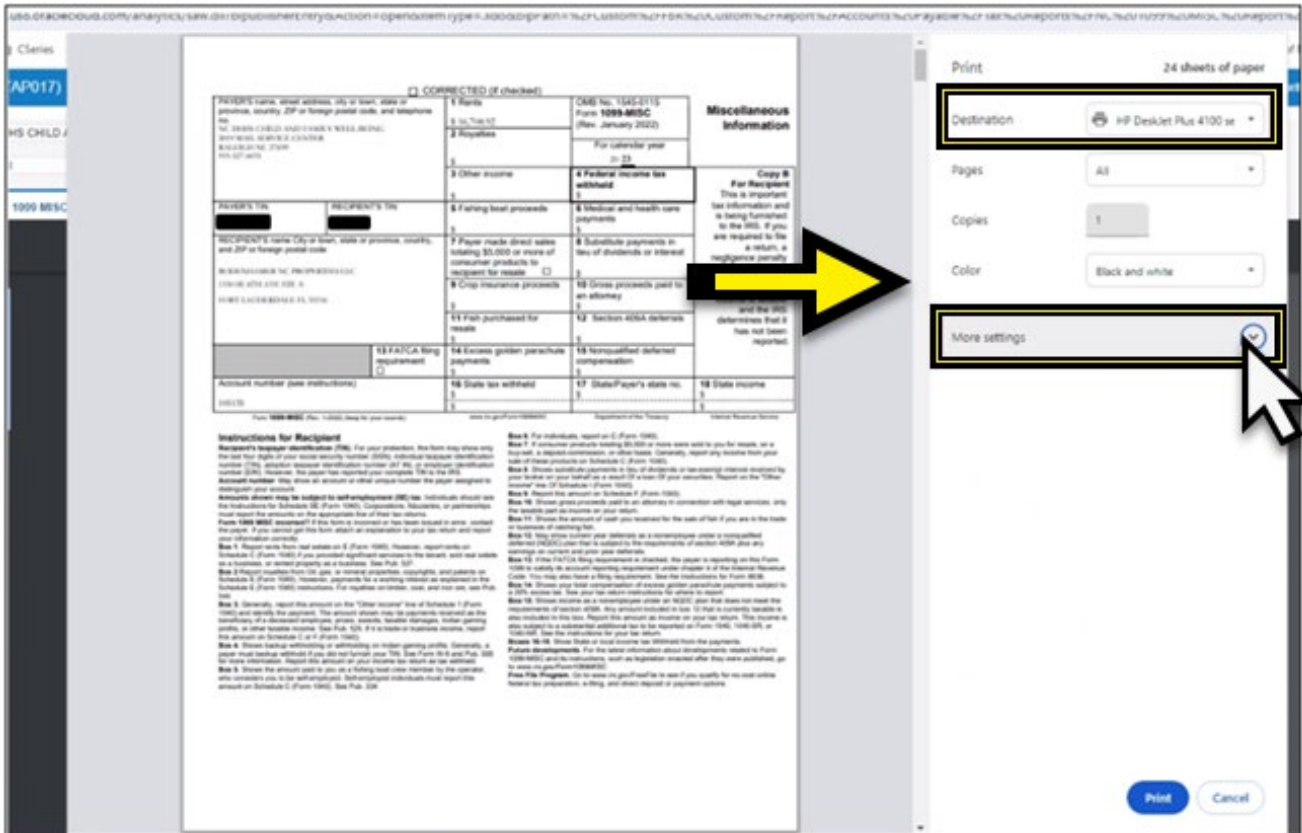
15. The Completed report will be displayed. Click the **Printer Icon** on the right side of the page.



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.



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 dialog box on the right. The print dialog box is open, showing settings for paper size (Letter), pages per sheet (1), quality (300 dpi), and scale (Fit to paper). A yellow arrow points to the 'More settings' section of the dialog, which is highlighted with a black border. The print dialog box also shows 'Print' and 'Cancel' buttons at the bottom.

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

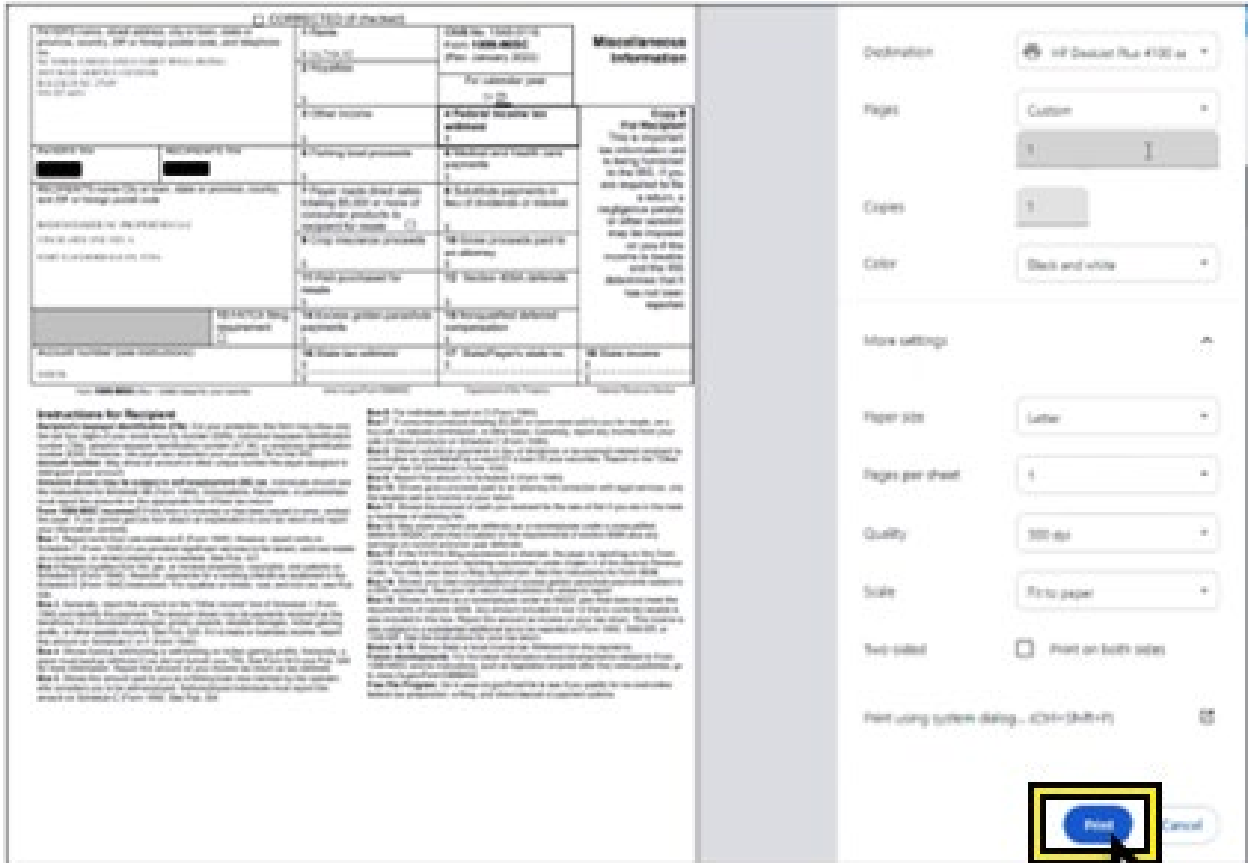
20. Click the **Pages** dropdown option and select **Custom**.

The screenshot shows the printing interface for Form 1099-MISC. On the left is the form grid with fields for Payer's name, Recipient's name, and various income categories (1-18). On the right is the print settings panel. The 'Pages' dropdown menu is open, and the 'Custom' option is highlighted by a mouse cursor. Other settings include 'Destination: HP DeskJet Plus 4100 se', 'Color: Black and white', 'Paper size: Letter', 'Pages per sheet: 1', 'Quality: 300 dpi', 'Scale: Fit to paper', and 'Two-sided: Print on both sides'.

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

This screenshot shows the same printing interface as above, but with the 'Pages' dropdown menu closed. A yellow box highlights the text 'Enter: 1' with an arrow pointing to the 'Pages' field, which now displays 'p. 1-5, 8, 11-13'. The rest of the print settings panel remains the same.

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.

