

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.

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| APPS |
| Set Preferences |



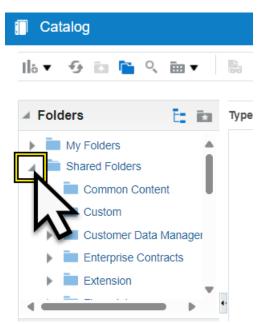
4. Click the **Browse Catalog** button at the top right corner of the page.

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5. The Catalog page is displayed.

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

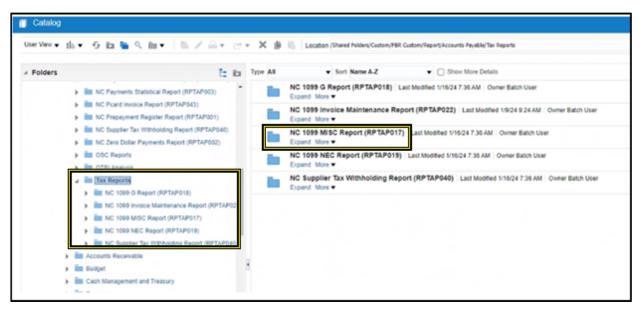


- 7. Select and expand Custom Folder.
- 8. Select and expand FBR Custom Folder.
- 9. Select and expand **Report** Folder.
- 10. Select and expand Accounts Payable Folder.

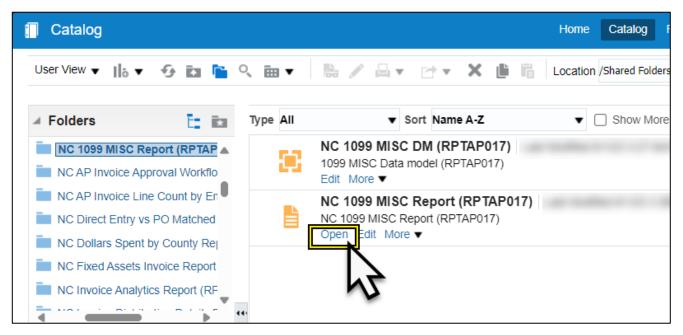


11. Select and expand Tax Reports folder.

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.

| Legal Entity NC ADMINISTRATIVE OFFIC | * From Payment Date | 01/01/2023 | Ċ. | * To Payment Date 12/31/2023 | 6 | Supplier Name All | |
|--------------------------------------|--|------------|----|------------------------------|---------|-------------------|--|
| File Type Correction | Original Submission Date | 01/30/2024 | 0e | Order By State Code | * Apply | | |

a. FOR CORRECTIONS:

i. Select the Legal Entity (Business Unit).

| * | NC 1099 | MISC Report (| (RPTAP017) | | |
|---|-----------|----------------|-------------------------|------------------------|------------|
| | | Legal Entity N | IC ADMINISTRATIVE OFFIC | * From Payment Date | 01/01/2023 |
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ii. Correct From Payment Date -01/01/23.

| NC 1099 MISC Report | t (RPTAP017) | | | | |
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iii. To Payment Date – 12/31/2023.

| NC ADMINISTRATIVE OFFIC | ٣ | * From Payment Date | 01/01/2023 | Č0 | * To Payment Date 12/31/2023 | 00 | |
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| vi. Click | Apply. | | | |

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

| T. NC 1099 MISC Report_RPT. | | | | | 0 II 📴 🛛 🖉 |
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| <u>}</u> | | | 3 Other income 5 | 4 Federal income tax withheld 5 | Copy B For Recipient This is important |
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| | RECIPIENT'S name O and ZP or foreign poil 11303A G HOREETA | | 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 5 | are required to file a neturn, a regispance penalty or other sanction may be imposed |
| | MOLEMENT PORKS RD-5 RALEDGEI NC 2569 | 21,340 | 9 Crop insurance proceeds | 10 Gross proceeds paid to an attorney 5 | on you if this income is taxable and the IRS |
| | | | 11 Fish purchased for resale 5 | 12 Section 409A defemals | determines that it has not been reported. |
| | | 13 FATCA tring requirement | 14 Excess golden parachute payments | 15 Nonqualified deferred compensation | |

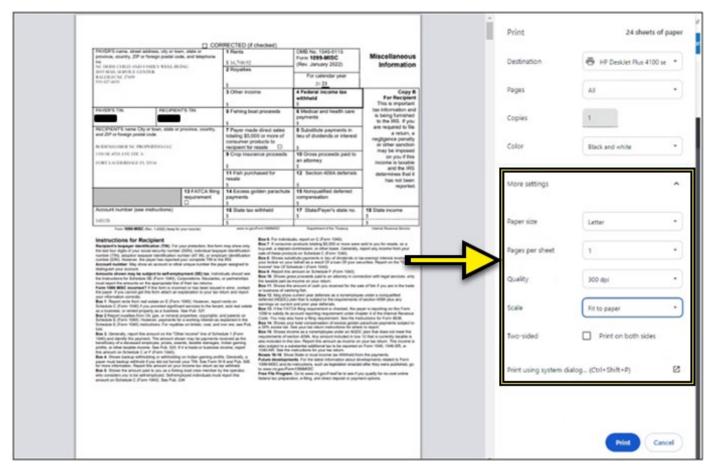
16. Select the correct printer from **Destination** dropdown in the Printer options displayed in the right-side panel.

Note: Please do not select the Check Printer.

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

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| | | | | | | 3 | Print Cancel |

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

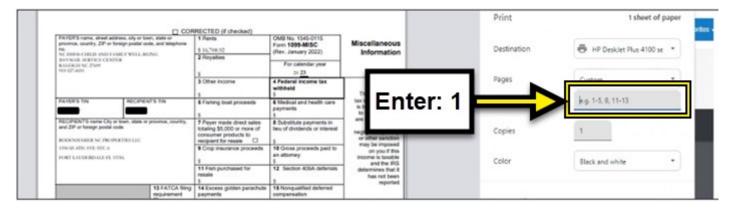


19. Print a test page once all settings are selected. Printing a test page ensures the printout comes out as expected.

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

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



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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.

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