

# PRINTING INSTRUCTIONS FOR CALENDAR YEAR 2022 1099s (EFFECTIVE JANUARY 2023) JOB AID NCAS-2

**NCAS** 

The purpose of this job aid is to explain how to print Calendar Year 2022 1099s in NCXCloud.

Beginning with year 2020, agencies have been responsible for printing their agency's 1099 forms. The 1099s will be created using the Systemware product NCXCloud. NCXCloud is a cloud-based repository for mainframe reports. To print 1099s, you will need a basic knowledge of NCXCloud. If you are unfamiliar with this product, please refer to the introduction documentation located at:

### https://www.osc.nc.gov/documents/ncxcloud

Three 1099s forms will be generated for year 2022. The first form is for miscellaneous information, 1099-MISC. Calendar year 2020, the IRS moved reporting box 7 from the 1099-MISC to a new form, 1099-NEC, the second form. The third form is the 1099-G for governmental payments. Each form is loaded in separate XPTR form IDs and are secured by agency. Below are the locations for the three forms:

### P Region

**F** Region

OPE1	OSCOPC 1099-G YEAR 2022
OPE2	OSCOPC 1099-MISC YEAR 2022
OPE3	OSCOPC 1099-NEC YEAR 2022
OFE1	OSCOPF 1099-G YEAR 2022
OFE2	OSCOPF 1099-MISC YEAR 2022
OFE3	OSCOPF 1099-NEC YEAR 2022
OFE4	OSCOPF 1099-NEC YEAR 2022- LOTTERY ONLY

To access NCXCloud, you must be on the state VPN. Some agencies have internal VPNs that belong to the State. These agencies' VPNs may have firewall issues. Contact DIT if you have any trouble getting to the sign on page for NCXCloud.

Before printing, make sure you have enough 8 ½ X 11 paper, a proper supply of ink for the printer chosen to print 1099s and 1099 envelopes. The products can be purchased from your local office supply store.

To begin, sign on to the state VPN. Access your internet browser. These instructions use Chrome as the browser.

The address for the production environment is: <u>https://ncxcloud.nc.gov</u>.

If there are no firewall or VPN issues, the sign on screen will display.

← → C      ncxcloud.nc.gov/ui/login?134662575	*	≡J	θ	:
	_			Help
bog in to NCKCloud      wy user name is:     Password:     DGIN Remember me?     I need to change my password				

Your RACF ID and password are used to sign into NCxCloud. Press ENTER.

← → C 🔒 ncxcloud.nc.gov/ui,	/login?134662575	07	*	≡ſ	Θ	÷
						Help
	Log in to NCKCloud      My user name is: T565C13      Password:     CoGIN @ Remember me?      I need to change my password					

Each user can tailor their home page to their preferences. This document will step the user directly to the 1099 forms no matter how their home page looks. Everyone should have an icon on their home page that displays NCXCloud Training Resources. By clicking this link, the user will be directed to additional training material.

State	of North Car	ouna
NCXC	loud Training	Resources
User Trail	ning Resources Link	

From your home page, click on the navigation direction for Content Navigator.

← → G ■ ncxcloud	a.nc.gov/ui/nome?134662576		ж = 0 :
▲ <u> </u>		🗖 🛶 🖉	Logout ts65c13 Settings Hel
	W	ELCOME TO NCXCLOUD	
Content Navigator		ts65c13.vou were last here 10/16/2020 9:16:31.	
Favorites Navigator		0	
OOLS	ts6	5c13 - ()	
Content Extraction		· · · · · · · · · · · · · · · · · · ·	
Content View			
Scheduled Tasks			
Scripts	MY PAGES		
Transform Configuration	PIT PAGES		
	GENERAL	A	9
IY PAGES GENERAL	OPC		
OPC Z X	0	0	
AVED SEARCHES			
General	A.11.61.1.11.11.6		
al820 🛛 🖉 📓	QUICK LINKS		
My ID 🗾 📓	NCXCLoud Tips Link	State of North Carolina	
	FAQ, Known Issues and Work Arounds	NCXCloud Training Resources	
		User Training Resources Link	
OPC Fy21 Cert Reports 🛛 🕺 🗙			

The Content Navigation panel opens. From here, click on the word Navigation.

NOTE: Click on the words, not the + symbol.

Image: Content Navigator     Image: Content Navigator
NAVIGATION FIND Content Navigator  Content Navigator Navigation
Content Navigator Content Navigator Navigation
Content Navigator
Equation 1
Favorites Navigator
TOOLS
Content Extraction 💿 🔞 Navigation
Content View
Scheduled Tasks
Scripts
Transform Configuration
MY PAGES
GENERAL
OPC 🛛 🗶
SAVED SEARCHES
General
G.820 🛛 🗶
My ID 🛛 🖉 💌
• OPC
OPC EOY 🛛 🗶
OPC Fy21 Cert Reports 🛛 🖉 🗙

The high level NCXCloud directory will display.



To access the agency directories, click on the word NCXCloud. Various directories may display. You will be able to view on the directories for which you have security. This document uses OSC's directories. The right side on the screen now displays a SEARCH panel. You can go directly to the reports by using this SEARCH panel.

← → C ■ no	xcloud.nc.gov/ui/nav	gate?1346625	80										1	ê ≣J	Θ
1 <b>6</b> 9 ×			_							_		-	🖰 Logou	t 1965c13	Settings
KAMEATION FIND	💠 🐑 /Awigeto	n/NO/Cloud													F.
Context Navigator	Content Navigator	8	0 1	Conter	nt Server - NO	Cloud								8 ±	
Favorites Novigator	💌 🎬 Favorites	1			search 908	aswcsrecent	verview				debug	0			
OOLS	Script Results     Document Me	tadata		TI	te: O A	t Name: O	Name	0	10: O	Alt	•				
Content Extraction	🖃 🗑 Navigation			TI	de.						Alt Name				
Content View	E 🖶 NCKCloud			Fold	ter:						Name				
Scheduled Tasks	+ B ACH	•			Chose ONLY Ex				Mercinan I	-	10	_	_	_	
Scripts	E SE ADM				Show Unity Fa	ionom. U	30	OW ALL	versions.	U .	-				
Transform Configuration	+ SI AGR			Di	te:		1.1				Format				
Y PAGES	+ 15 ALB			Sour	ce.										
	⇒ ∰ AOC														
opc 🛛 🖉	🖹 🛞 8/2		SE	ARCH	CANCEL	CLEAR FO	EM C	LEAR	RESULTS						
NEN SKAMMURK	+ 55 BOA														
General	· BL COM		State	ing 1 - 20	of 7,257 Results	Per Page: 20							¥	ew Style 🔲	88
a.#20	· Si coa		- 46	< 8	23456	7 8 9 10	>								
Hy ID	* 15 DCC				Title	Date/Time	Pages	Format	Name	Folder	Source	CS	10	Alt Name	osat *
OPC	· SI DHR		1	-	LEDGEN	10/24/2020			-	-	-	anni i a	-	CU01	
DPC EOY	. 1 008			-	DAP67 HONTHUS	06.06.00	1119	-						FORM	
OPC Fy21 Cert Reports 🛛 👔	× 5		1.0		AP BCD DETAIL	10/24/2020	- 10	117	0.02	INTHICK.	CUARGOS	NORMA	0.007	0.002	. 7

These instructions will access the 1099 forms by using the form ID. At the beginning of this document, the form IDs were listed for 2022 1099 processing.

## THESE INSTRUCTIONS WILL GIVE AN EXAMPLE USING FORMS CREATED FOR TESTING. MAKE SURE YOU SELECT <u>2022 FORMS</u> WHEN YOU ARE READY TO PRINT YOUR 1099s FOR THE CURRENT YEAR.

The first example for an agency on the P region, to print 1099-MISC forms.

The form ID we are using for 1099-MISC for P region is:

OPEV OSCOPC 1099-MISC YEAR 20XX

There are various methods to access reports in NCXCloud. These instructions use the most expeditious method.

Enter the form ID OPEV in the ID field. Then click on SEARCH.

II 🖀 🔍 🗡														=+ <b>★</b> (	🕑 Log	out ts65c13	Settings
NAVIGATION		🔶 🌜 /Navigation/NCXClou	d														Þ
Content Navigator	~	Content Navigator		4	Con	tent Se	rver NCX	Cloud								81	
Favorites Navigator		💽 🌠 Favorites					search.908	a.swcsrecent	verview				debug				
TOOLS		💿 📸 Script Results 🕞 👩 Document Metadata				Title:	O Alt	Name: O	Name	e: O	ID:	O All:	۲				
Content Extraction		- 🐻 Navigation				Title:							Alt Name	5		-	
Content View		E MCXCloud			F	older:							Name	e	4		
Scheduled Tasks		💽 🇊 ACH				Shou	NONLY Fay	orites:	\$		Versions		ID	OPEV		<u> </u>	
Scripts		+ DM ADM	- 1			5101	oner rur			ION ALL	TCT 21011	». L	10	. Or cal			
Transform Configuration		💿 🇊 AGR				Date:			1.				Format				
MY PAGES		🖲 🇊 ALB			So	ource:	1										
		💿 🎁 AOC	- 1														
OPC	<ul> <li>×</li> </ul>	🖲 🇊 BCZ		SE/	RCH		ANCEL	CLEAR FO	RM	CLEAR	RESULT	s					
SAVED SEARCHES		🛞 🗊 BOA	- 5	-		20 -6 7	Decides	20.000								Mary Carlos -	
General		🇊 СОМ		SHOW	ng 1-	20 01 7,2	130 Results	Per Page. 20								view style.	80
GL820		🕢 🇊 COR		<<	< 1	23	4 5 0	/ 8 9 10	>								
My ID	× ×	🛞 🇊 DCC					Title	Date/Time	Pages	Format	Name	Folder	Source	CS	ID	Alt Name	DSIL
OPC		🕐 🇊 DHR		-		1	GL DETAIL	10/27/2020	2271	TXT	CU01	/ACH/CUA	CUAPROD	NCXCloud	CU01	CU01	C
OPC EOY	* *	💿 🗊 DOR					MONTHLY	06:07:00								FORM	A DECEMBER OF
OPC Fy21 Cert Reports				-	-		DETAIL	10/27/2020	10	TUT	51103	10.511.5114	(1110200	NEVEL	C1103	C1103	

The report matching the form ID is displayed.

II 4 6 3/				_	_	_								47 5-11-1	
											- 045) - 045)	t O Log	out ts65	c13 Setting	s He
FIND	22.22	💠 🌜 /Navigation/NCXCloud	d												
Content Navigator		Content Navigator		4 A Con	tent Server N	CXCloud								8 1	
Favorites Navigator		💿 🕵 Favorites			search.9	08.a.swcsrecentv	erview				debug: 🗌	)			
TOOLS	1.1.1	Script Results     Document Metadata	- 1		Title: ()	Alt Name: O	Name:	0	ID: C	) All: 🧿					
Content Extraction		<ul> <li>Ravigation</li> </ul>	- 1		Title:					Alt	Name:				
Content View		NCXCloud	- 1	F	older:						Name:				
Scheduled Tasks		+ 🗊 ACH			5h		-			-	10.00	-		-	
Scripts		🕀 🎁 ADM			Show ONLY P	avorites:	Sho	W ALL	versions:		ID: OF	'EV			
Transform Configuration		💽 🎁 AGR	- 1		Date:		•			F	ormat:				
MY PAGES		💽 🇊 ALB	- 1	S	ource:										
		🕢 🇊 AOC	- 1												
OPC	<b>N X</b>	🛞 🇊 BCZ	- 1	SEARCH	CANCEL	CLEAR FOR	мс	LEAR R	ESULTS						
SAVED SEADCHES		🕢 🇊 BOA													
General		• DCOM		Showing 1 -	1 of 1 Results Pe	Page: 20							Viev	v Style: 🔲 🗉	18
GL820	<b>N N</b>	🗉 🗊 COR			Title	Date/Time	Pages	Format	Name	Folder	Source	CS	ID	Alt Name	DSI
My ID		🕑 📁 DCC			OSCOPC	SC 10/27/2020	975	ТХТ	OPEV	/OSC/OPC	OTC1099F	NCXCloud	OPEV		D
OPC		🕑 🇊 DHR		4	YEAR 20	20 10.17.00									
OPC EOY	<b>N X</b>	+ DOR													
OPC Ev21 Cert Reports				-											

Once the report displays, click on the show menu to the left of the check mark. The first option is **VIEW**. Hover over the VIEW option and you see three options associated with **VIEW**. Select the option **PDF** – **"OVERLAY PDF OPEV."** 

NOTE: Be careful not to select "VIEW IN NEW WINDOW" option. The PDF overlay is only applicable to the standalone VIEW option.

II 🔺 Q 🗙		*						<b>.</b>	t O Lo	gout ts65	c13 Setting	s Help
NAVIGATION		/Navigation/SYSW										1
FIND		· · · · · · · · · · · · · · · · · · ·	and A.L.		C1/C141							
Content Navigator		Content Navigator		<ul> <li>Content Server</li> </ul>	SYSW							
Favorites Navigator		💽 🌠 Favorites	*	search	908.a.swcsrecentv	erview		debug: 🗌				
TOOLS		<ul> <li>M Script Results</li> <li>M Document Metadata</li> </ul>		Title: O	Alt Name: 🔘	Name: O ID: (	) All: 🧿					
Content Extraction		- 🔯 Navigation		Title:			Alt	Name:				
Content View		🖃 🖶 SYSW		Folder:				Name:				
Scheduled Tasks		💿 🇊 ACH	1.00				-	10.00	-	_		
Scripts		💽 🎁 ADM		Show ONLY		Show ALL versions:	U	ID: OP	EV			
Transform Configuration		🔹 🇊 AGR		Date:			F	ormat:			l, series	
MY PAGES		💽 🇊 ALB		Source:								
		💽 🇊 AOC	1.12									
OPC	2 ×	🔹 🗊 BCZ	SE	ARCH CANCE	CLEAR FOR	M CLEAR RESULTS						
SAVED SEARCHES		💿 🇊 BOA										
Certification Reports		• 🇊 COM	Snov	wing 1 - 1 of 1 Results	Per Page: 20					View	i Style: 📑 🖻	18
BD701 Report		💽 🇊 COR		Title	Date/Time	Pages Format Name	Folder	Source	CS	ID	Alt Name	DSIC
General		🗉 🇊 DCC		View			PC	TS65P55P	SYSW	OPEV		E
1099 Overlay	-	🗉 🗊 DHR	4	View in I	New Window	PDF		1		- Contraction		
1099 Search	<b>N N</b>	+ DOR		Show Ve	rsions	PDF "Overlay PDE	OPEV"	-				
1099-g	-	T DOT		Add Rep	ort to Favorites			-		-		
1099-overlay otva	2 8	GOV		Notes								
		THE HEA		Downloa	d þ							
				Select								

The 1099-MISC data will appear within the PDF overlay form. This PDF form is now ready to print. The first two forms are dummy alignment forms.



The total number of 1099s is displayed at the top of the form. Below, it is circled in blue.

NOTE: It is a good idea to print at least one test form to ensure your printer will print acceptable forms. Make sure you have 8 1/2 x 11 paper, 1099 envelopes, and extra printer ink, if necessary.

BEFORE PRINTING, MAKE SURE YOU ARE PRINTING 1099s FOR THE CORRECT YEAR. THE FORM DISPLAYED IN NCXCLOUD SHOULD HAVE THE CORRECT YEAR. THE EXAMPLE ABOVE IS A PREVIOUS YEAR NOT THE CURRENT YEAR.

To print a TEST form, hover over the form. A printer icon will appear on the screen. Click the printer icon and a printer panel will open.

NOTE: The printer panels that will open may be dependent on the printers avai
---

ent Navigator			📳 🚺 🚺 🚺 Pages 1	- 100 / 5	5,889 Find Text	0,		
rites Navigator								
LS			1 - VER_55 - 20201016T133	000.000-	0400 - DSID_D6	1 / 100		¢ 🛓
ent Extraction								
ent View								
dulod Tarke					CORRE	CTED (if checked)		
uuteu tasks its			PAYER'S name, street address, o or foreign postal code, and telept	ity or town, sta none no.	ate or province, country, ZIP	1 Rents	OMB No. 1545-0115	
						\$ 9999999999.99		Miscellaneous
sform Configuration			*****	****	xxxxxxx	2 Royalties		Income
			******	XXXXXXXXX	XXXXXXX			
			*****	xxxxxxxx	XXXXXXX	\$ 99999999999.99	Form 1099-MISC	
			99999-9999 PH	: XXXXXXX	XXXXXXXX	3 Other income	4 Federal income tax withheld	Сору В
		×	DAVEDIO TIL	DEOIDIE		<b>\$</b> 9999999999 99	\$99999999999999	For Recipient
	-		PAYER'S TIN	RECIPIE	NI'S IIN	5 Fishing boat proceeds	<ul> <li>Medical and health care payments</li> </ul>	
SEARCHES								
fication Reports			999999999		9999999999	\$ 9999999999999999	\$99999999999999999999999999999999999999	
01 Deport	-		RECIPIENT'S name			7 Nonemployee compensation	8 Substitute payments in lieu of	This is important to
л кероп		<u> </u>					dividends or interest	information and is
ral			*****	****	XXXXXXX	¢ 9999999999.99	¢99999999999.99	being furnished to the IRS. If you are
Overlay		×	*****	xxxxxxxx	XXXXXXX	9 Paver made direct sales of	10 Crop insurance proceeds	required to file /
Search		×	******	****	XXXXXXX	\$5,000 or more of consumer		penalty or othe
			200000000000	XXXX XX	99999-9999	(recipient) for resale ► X	\$99999999999.99	sanction may be
- <u>g</u>		<u> </u>				11	12	this income
-overlay otva	2	×				9999999999.99	9999999999.99	taxable and the IR.
			Account number (see instructions	5)	FATCA filing requirement	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	determines that i has not beer
			******	xxxxxx	<b></b>	\$ 99999999999,99	\$9999999999999999	reported

The first item on most printer panels is the DESTINATION. This is the printer where the 1099s will print. Remember, 1099s contain PII data. Make sure once they print, someone is available to secure them until mailing.

NOTE: The destinations available will be unique to your PC and agency. This is just a sample of the destination screen displayed for the PC used for these instructions.

Select a	a destination
Q p	earch destinations
	Save as PDF
ē	HP1CBF9D (HP Officejet 4620 series) This is a web services printer
ē	Snagit 13
ē	Snagit 12
÷	OneNote for Windows 10
ē	OneNote (Desktop)
ē	Microsoft XPS Document Writer
÷	Microsoft Print to PDF
÷	Fax
÷	oscsad_03 on wp3scfp03 Near Troy Scoggins office
÷	oscfsd_05 on wp3scfp03.eads.ncads.net NCAS outside of Freda Hall
÷	OSC_copier3508_Bus_IT05 on WP3SCFP03.eads.ncad By Robbie Alford Office, 3512 Bush St. Raleigh,
ē	oscsad_01 on WP3SCFP03.eads.ncads.net Outside Clayton Darnell Office
Manag	e Cancel

٣

The second item on the printer panel is the number of pages. For this test print, change the number of pages to 1.

The third item is the number of copies. Leave it at 1.

### NOTE: Before clicking print, change the number of pages to 1.

	COF	RRECTED (if checked)		5		
PAYER'S name, street address	city or town, state or province, country,	ZIP 1 Pents	OMB No. 1545-0115		Print	1 shee
oreign postal code, and tere	NORE INC.	S 0000000000 00	0040	Miscellaneous		
*****		2 Royaties	2019	Income	(1	
200000000000000000000000000000000000000	200000000000000000000000000000000000000		1000 MISC			
200000000000000000000000000000000000000	XXXXXXXXXXXXXXXXXXXXXXXX	3 Other income	4 Federal income tax with	Copy B	Destination	🚔 HP1CBF9D (HP O
33333-3339 1		S 99999999999999999	S	For Recipient		i v
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing bost proceeds	6 Medical and health care payr	serts		
00000000	000000000	000000000 00	000000000000000000000000000000000000000		2	
9999999999	******	\$	S		Pages 🖌	Custom
RECIPIENT'S name		7 Nonemployee compensation	<ul> <li>B Substitute payments in a dividends or interest</li> </ul>	This is important tax		
				being furnished to		al
200000000000000000000000000000000000000	ODODDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	S 9999999999999999	\$********	required to file a		4
*****	200000000000000000000000000000000000000	\$5,000 or more of consumer	In crop machine process	return, a negligence penalty or other		
200000000000000000000000000000000000000	жжж жж 99999-9999	(recipient) for resale > 2	\$9999999999999999999999999999999999999	sanction may be		
		99999999999 99	12 99999999999 99	this income is	Copies 3	1
Account number (see instructio	n) FATCA ting	13 Excess golden parachute	14 Gross proceeds paid to	an determines that it	J J	
	requirement	payments	attorney	reported.	$\smile$	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	15b Section 400A income	5 999999999999999999999999999999999999	\$9999999999999999999999999999999999999	18 State income		
		S		S	Color	Black and white
\$	\$	\$		\$	00101	Didok dita mito
reported your complete TIN to the Account number. May show an issigned to distinguish your acc FATCA filing requirement. If the acyer is separiting on this Form to requirement. You also may have form 8038. Amounts shown may be subje moore from self-semptoyment is	IRS, account or other unique number the pay unt. FATCA filing requirement box is checks do to satisfy its checker 4 account repo I filing requirement. See the instructions to self-employment (SE) tax. If your 4400 or more, you must like a return are	complete Schedules P per because the payer di- income tax or social e ad, the employee and cannot orting the line for "Wages, a s for also must complete P employee but the arm net from a spondio activit d line of Schedule 1 fig	E (Form 1040), You received d not consider you an employ security and Medicare tax. If: 1 get the payer to correct this alaries, tipe, etc." of Form 10 orm 8119 and attach it to yo ount in this box is not SE inco ity or a hobby), report this am em 1040) (or Form 1040/RF).	this form instead of Form W-2 we and did not withhold you believe you are an form, report this amount on 40 jor form 1040NRJ, You ar return, it you are not an sme for example, it is income ount on the "Other income"		
compute your SE tax on Schedul information. Note: If you are all payments. See Form 1040-ES (or these arrounds as explained in th fluctuative, or partnerships must tax returns. Form 1099-MISC incorrect? If contact the payer. If you cannot to your tax returns.	-SE (Form 1040), See Pub. 304 for mos- cavinap payments on which no income athhesis, you ahcuid make estimated to Form 1040-ESINR). Individuals must in Lex 7 instructions on this page. Corps upon the amounts on the proper line of is form is incorrect or has been issued at finis form corrected, attach an explain income correctly.	re social meaning by your brok meaning by your brok Report on the "Other orations, you on a buy-sell, dea products on Schedulk in entry, nation Box 10, Report this a subject to a 20% exec	ute payments in lieu of dividi er on your behalf as a result income? line of Schedule 1 () (000 or more of sales of com- posit-commission, or other b memBy, report any income fr e (Form 1040), mount on Schedule F (Form total compensation of excess is tax. See the Form 1040 k	inds or trax-exempli intervent of a losen of your securities. Some 10:00 jor Form 10:00 MPA, umere producter was paid to asise. A dollar amount does not som your sale of these your sale of these form 10:00 MPA instructions		
Jox 1. Report rents from real es sport rents on Schedule C (For he terant, sold real estate as a susiness. See Pub. 527. Box 9. Report modilies from oil.	te on Schedule E (Form 1040). However 1040) if you provided significant service uniness, or rented personal property as as, or mineral properties, copyrights, ar 0). However, report payments for a wor instructions. For royalities on timber, co	et, for where to report. 105 10 Box 14, Shows gross 14 services, Paport mily Box 15a, May show o nd nonqualified defend hing negurements of section asi, and defensis. Box 15b, Shows inco	proceeds paid to an attorne the taxable part as incorne o unrent year deferrais as a no companisation (NGDC) plan on 400A, plus any earnings o me as a nonemployee under	y in connection with legal n your return. nemployee under a that is subject to the n ourrent and prior year an NGDC plan that does not		
patients on Schedule E (Form 10 Interest as explained in the box 7 ron one, see Pub. 544. Box 3. Generally, report this ami Form 10400 (or Form 104 <sup>04/36</sup> ~	at on the "Other income" line of Sched	dule 1 meet the requirement	s of section 409A. This amou	In also is included in box 7 as		

There may be additional options available for your printer. The most important options are the destination and number of pages.

Once these are set, click Print. One test print form should now print on the selected printer.

Retrieve the printed 1099 form. Fold in half and insert into the 1099 envelope. Ensure the agency address is aligned in the "return to" window and the vendor's address is aligned in the "send to" window.

If the test 1099 print is successful, you are now ready to print all your 1099s.

Once you print (or cancel), you should be back on the VIEW PDF OVERLAY page.

The process is the same as printing a test page.

Hover over the form until a printer is displayed.

nt Navigator	NOVON -		Pages 1	- 100 / 5	,889 Find Text	Ο,		
tes Navigator								
s		1 - VER_55 -	20201016T1330	00.000-	0400 - DSID_D6	1 / 100		Ċ 🛓
nt Extraction								
nt View								
ulod Tasks					CORR	ECTED (if checked)		
		PAYER'S or foreign	name, street address, city postal code, and telephor	or town, sta e no.	te or province, country, ZIF	1 Rents	OMB No. 1545-0115	
			,			\$ 9999999999.99		Miscellaneous
orm Configuratio	n		****	****	XXXXXXX	2 Royalties		Income
			****	xxxxxxx	xxxxxx			
			*****			\$ 99999999999.99	Form 1099-MISC	
			99999-9999 PH: XXXXXXXXXXXXXXX			3 Other income	4 Federal income tax withheld	Сору В
	× ×	DAVEDIO				999999999999999999999999999999999999		For Recipient
		PATERS	T IN	RECIPIE	NTS HN	5 Fishing boat proceeds	<ul> <li>Medical and hearth care payments</li> </ul>	
FARCHES	_							
cation Reports			9999999999		9999999999	\$ 9999999999999999	\$99999999999999999999999999999999999999	
Report	-	RECIPIEN	CIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of	This is important to	
скероп	<u> </u>						arvidends or interest	information and is
al						s 99999999999.99	\$999999999999999999	being furnished to the IRS. If you are
Overlay			****	xxxxxxx	XXXXXXX	9 Payer made direct sales of	10 Crop insurance proceeds	required to file
Search			****	xxxxxxx	XXXXXXX	\$5,000 or more of consumer		penalty or othe
			XXXXXXXXXXXXXXXX XX 99999-9999			(recipient) for resale > 2	\$9999999999.99	sanction may be
9						11	12	this income
overlay otva					1	9999999999.99	9999999999.99	taxable and the IR
	1111	Account n	umber (see instructions)		FATCA filing requirement	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	has not been
			****	xxxx		\$ 99999999999999999	\$99999999999999999	reported

Make sure you have enough paper available for the number of forms you are printing. Remember, the total number of forms that are available to print is displayed at the top. The printer panel will open. Change the destination to the selected printer you have chosen to print 1099s.

BEFORE PRINTING, MAKE SURE YOU ARE PRINTING 1099s FOR THE CORRECT YEAR. THE FORM ITSELF SHOULD HAVE THE CORRECT YEAR.

### To print all forms, leave the Pages option set to All. Click Print.

FIN G TO B



#### ons for Re

In the support identification number (TIN). For your protection, y show only the last four digits of your social security number (50 all support identification number (TIR), adoption taxpayer identifi-(ATR), or employer identification number (EN). However, the par-your complete TN to the IRS. t number. May show an account or other unique number the pay to distinguish your social. nber the paye assigned FATCA fil istinguish your account. requirement. If the FATCA filing requirement box is ch ring on this Form 1099 to satisfy its chapter 4 account You also may have a filing requirement. See the instruc-38. Schwan may be subject to self-employment (BE) tax. If your no trans self-employment is \$450 or more, you must like a natura more your GE tax on \$500, SEC (Section 1996), Section 3. Star more your GE (Section 1996), Section 3. Section 3. Section 3. Section and Medicare taxes are withhead, you should indee antimated to tax Section 3. This statume The statume and the second of this form is incorrect or has been issued in contact the proyer. Hysic carried pat this form corrected, attach are explained to your to incrume and report your iscore correctly. Bios 1. Report messaries and report your iscore correctly. Bios 1. Report messaries for the state is a state of the state of the state patient of the state of the state of the state of the state of the hysic state of the biosteries (See Path. SZ). Bios 2. Report here is a following the state of the st sport royatiles from oil, gas, or mineral properties, n Schedule E (Form 1040), However, report paym septained in the box 7 instructions. For royable newly, see 1 Box 2, F patents of There are the total of the same to the "the term form that are the total of the term of term of the term of te

Bax 6. For indi Bax 7. Shows catching fish, b amount in this complete Sche because the po-income tax or r employee and the line for "Wa also must com employee but the form a recent / may show cash you receive is SE income, report it on Sci a SE (Form 1040). You receive for the sale of fish solule C or F (Form J security and Medicano tot get the payer to correct th salaries, tips, etc." of Form Form 8919 and attach it to y here is not SE in ctivity or a h stitute payments in lieu of dividends or tox-exemp roker on your behalf as a result of a loen of your a refineome<sup>1</sup>. In of Schedule 1 (form 1040) (or For \$5,000 or more of asies of consumer products we deposite commission, or other basis. A dolar amo deposite commission, or nother basis. A dolar amo deposite commission, or other basis. A dolar amo Me G (Form 1040), Lamput on the behalf of the second seco Report o Box 9. If you on a have to b by your broker on in the "Other incom checked, \$5,000 o buy-sell, deposit o Box 10. Report to Box 13. Shows y subject to a 20% total compensation of eacess golden parachute pa cise tax, See the Form 1040 for Form 1040NRI instru subject to a 20% for where to repo Box 14. Shows g services. Report Box 15a. May sh rwngualified defr , consproceeds paid to an attorney in connection with nly the taxable part as income on your return, ar current year defentials as a nonemployee under a red compensation (NGOC) plan that is subject to the ord compensation (NGOC) plan that is subject to the cition 400A, plas any earnings on current and prior y tion with least regularizes of a setup. 40D, plane any serring on current run prory year to be 150. Dross to end on a converginger water an NDCO plane has the does not not be the setup of t

Print 100 sheets of paper Destination 🖶 HP1CBF9D (HP Office) 👻 Pages All 1 Copies Color Black and white More settings ~

> Print Cancel

If a reprinted 1099 is needed for a lost or damaged form, use the following instructions:

Follow the instructions to display the form in VIEW PDF OVERLAY.

Find the ACTION menu in the upper left of the form. Click on Query.

🛯 🆀 🔍 👌	<		Conten	t Navigator Vie	wer		⇒+★ 🖞 Logout ts65c13 Setting
AVIGATION	Title	:OSCOTC SPEC ACCT PAYABLE INTER	NAL REPORTS	Date:10/16/20	20 13:30:00		
IND							
Content Navigator		Query 🖌	Content Query		0,		
Favorites Navigator		Transform 🛛 🕨 😽					
DOLS	10.00	Download +					
ontent Extraction		Deliver +					
national Views		Analyze 🕞					
				COR	RECTED (if checked)		
cheduled Tasks		PAYER'S name, street address, c	ity or town, state	or province, country,	ZIP 1 Rents	OMB No. 1545-0115	
cripts		or foreign postal code, and teleph	or foreign postal code, and telephone no.				Miscellaneous
Transform Configuration		*****	*******			2019	Income
		******	*****	xxxxx	0	5-m 1000 MISC	
FNERAL		200000000000000000000000000000000000000		XXXXXX		4 Federal income tax withh	eld Copy B
	-	39393-3339 PA	AAAAA-AAAA bH: XXXXXXXXXXXXXXXX			\$99999999999 99	For Recipient
	<u> </u>	PAYER'S TIN	RECIPIENT	S TIN	5 Fishing boat proceeds	6 Medical and health care payme	ants
/ED SEARCHES							
ertification Reports		393339339		333333333	\$ 3333333333.33	\$ 333333333333.33	
0701 Report	N X	RECIPIENT'S name			7 Nonemployee compensation	8 Substitute payments in lie dividends or interest	This is important tax
eneral							information and is being furnished to
1000 Overlaw		000000000000000000000000000000000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			\$99999999999.99	the IRS. If you are required to file a
1000 Coaseb		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	200000000000000000000000000000000000000			10 Crop insurance proceed	return, a negligence papalty or other
1099 Search		20202020202020202	XXXXXXXXXXXXXXXX XX 99999-9999			\$99999999999.99	sanction may be
099-g						12	this income is
099-overlay otva	N N	Account number (see instructions	1	ATCA filing	13 Excess colden parachute	14 Gross proceeds paid to:	taxable and the IRS an determines that it
		Passant minara (and manacian		equirement	payments	attorney	has not been
		20000000000	XXXXXX	<u>ليا</u>	\$ 9999999999.99	\$99999999999.99	Toponed.

Once you click on Query, a Query panel is displayed. The index, "AGENCY," will display but to search for a Social Security number, we will use a TEXT query.

Click the dropdown box and you will see AGENCY and TEXT. Select TEXT.

FIND								
Content Navigator	1000		Pages 1	- 100 / 5,889 Find Text	0,			
Favorites Navigator		Content Query	Timeout 30 🜲	seconds 🔲 Allow parentheses			8 1	×
TOOLS		RETURN: Automatic	- Retur	n additional lines				X
Content Extraction		AGENCY						_
Content View		+ Add a nev AGENCY						
Scheduled Tasks		+ Add a nevText						
Scripts		APPLY FIND FIRST	CLEAR					
Transform Configuration								
	1000							
GENERAL								
OPC					CTED (if checked)			
		PAYER'S nar	me, street address, city o	or town, state or province, country, ZIP	1 Rents	OMB No. 1545-0115		
SAVED SEARCHES		or foreign po	stal code, and telephone	e no.	\$ 99999999999		Miscellaneous	
<ul> <li>Certification Reports</li> </ul>		x	000000000000000000000000000000000000000	000000000000000000000000000000000000000	2 Royalties	- 2019	Income	
BD701 Report		xx	000000000000000000000000000000000000000	xxxxxxxxxxxxxx				
General		x	****	200000000000000000000000000000000000000	\$ 99999999999.99	Form 1099-MISC		
1099 Overlav		99	9999-9999 PH: 3	000000000000000000000000000000000000000	3 Other income	4 Federal income tax w	ithheld Copy B	
1077 Officially					\$ 9999999999999999	\$99999999999	For Recipient	
1099 Search		PAYER'S TIN		RECIPIENT'S TIN	5 Fishing boat proceeds	6 Medical and health care p	ayments	
1099-g				000000000	000000000000000000000000000000000000000			
1099-overlay otva			122222222	33333333	\$ 99999999999999	\$ 3333333333333333333333333333333333333		

The next box contains the function - Include and Excludes. Select Includes. In the last field, input the recipient's TIN number, vendor name, vendor number, or any text that needs to be searched. After entering the criteria, click APPLY. NCXCloud will search for a form(s) matching your criteria.

FIND						
Content Navigator		Pages 1	- 100 / 5,889 Find Text	٩,		
Favorites Navigator	Cor	ntent Query Timeout 30	seconds Allow parentheses			
DOLS		RETURN: Automatic	leturn additional lines			
Content Extraction		Text	udes 71234567	betwee	n columns 📄 and	and lines
ontent View		Add a new query line			•	•
cheduled Tasks	+	Add a new query.	h h			
cripts	AP	PLY FIND FIRST CLEAR				
ansform Configuration						
		1 - VER 9 - 20201028T130	0500.000-0400 - DSID D6	1 / 100		Ċ 🕈 🛱
PAGES						··
NERAL						
PC				CTED (if checked)		
		PAVER'S name street address		1 Rents	OMB No. 1545-0115	
ED SEARCHES		or foreign postal code, and telep	hone no.			
rtification Reports	nenere			\$ 9999999999.99	2019 '	Viscellaneous
701 Report	× ×	*********		2 Hoyalties		Income
neral	CALCULATION OF	********	000000000000000000000000000000000000000	\$ 999999999999999	Form 1099-MISC	
		99999-9999 PH	1: XXXXXXXXXXXXXXXX	3 Other income	4 Federal income tax withheld	Copy B
				\$ 9999999999999999	\$9999999999999999	For Recipient
99 Search		PAYER'S IIN	REGIPTENT'S TIN	5 Fishing boat proceeds	6 Medical and health care payments	
199-g		000000000	000000000			
99-overlay otva		999999999	999999999	\$ 9999999999999999	\$	4

All forms that match the criteria are presented. To print, hover over the form until the printer icon is displayed. ALWAYS check the number of pages before clicking PRINT. When finished, click CLOSE in the upper right-hand side of the screen.

If you have any questions, please contact Support Services at OSC.Support.Services@osc.nc.gov.