

How to Prepare 1099s on ftwilliam.com

December 21, 2001

Presented by:
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Agenda

- How to batch import payer TINs.
- How to manually enter participant data.
- How to batch import participant data.
- Edit checking.
- Form 945.
- Printing.
- Preparing a batch.
- Preparing a .txt file for the FIRE website.
- ftwilliam.com's fulfillment service.

Questions during the webinar...

- Please use the Q&A or chat option on your tool bar to submit questions during the webinar.
 - Your questions will be addressed at the end of the presentation.
- Questions after the webinar should be submitted to support@ftwilliam.com or call 800.596.0714.



Demonstration of software

Wolters Kluwer Law & Business | ftwilliam.com

[Return](#)

[Run Edit Checks](#)
[- Show individual results](#)

Edit payee:
Select a payee...

Selected payees: 6
Edit Check status: ???

[Edit Payer](#) ???
[945](#) ??? [Final](#)
[945A](#) [Final](#)
[945X](#) [Final](#)
[945V](#) [Final](#)

Final Print
[Copy B, C, 2 \(Blank\)](#)
[Copy D Payer \(Blank\)](#)
[Copy B Kansas](#)
[Copy B Kansas](#)

[Settings](#)

General 9898 First correction

PAYER'S name, street address, city, state, and ZIP code		1 Gross distribution	OMB No. 1545-0119
1099-R		\$ 78078.00	2011
999 Anystreet Blvd Suite 909 Anytown, KS 99999-9999		2a Taxable amount	Form 1099-R
		\$ 10001.00	Total distribution
		2b Taxable amount not determined <input checked="" type="checkbox"/>	<input type="checkbox"/>
PAYER'S federal identification number	RECIPIENT'S identification number	3 Capital gain (included in box 2a)	4 Federal income tax withheld
55-1234567	SSN-ITIN 111-11-1111	\$ 101.00	\$ 7807.80
RECIPIENT'S name	Office Code:1001	5 Employee contributions /Designated Roth contributions or insurance premiums	6 Net unrealized appreciation in employer's securities
One Jane Doe	Test1	\$ 106.00	\$ 1.00
Street address (including apt. no.)	Foreign address <input checked="" type="checkbox"/>	7 Distribution code(s)	8 Other
123 ABC Corner St. Building #12, Ste 101		7 B	\$ 11.00 1%
City, state, and ZIP code		9a Your percentage of total distribution	9b Total employee contributions
Cedex		1%	\$ 111.00
Paris	FR FR101	12 State tax withheld	13 State/Payer's state no.
10 Amount allocable to IRR within 5 years	11 1st year of desig. Roth contrib.	\$ 11.10	KS
\$ 100.01	2001	\$ 11.10	KS12345678
Account number (see instructions)	Blank account number	15 Local tax withheld	16 Name of locality
305152460-00000		\$ 111.10	Local 111
Form 1099-R	Cat. No. 14436Q	17 Local distribution	\$ 1111.00

Always override box 1 and 4 with amount from table below

Distribution Date	Distribution Amount	Withheld Amount
01/02/2011	1001.00	100.10
02/02/2011	2002.00	200.20
03/02/2011	3003.00	300.30
04/02/2011	4004.00	400.40
05/02/2011	5005.00	500.50
06/02/2011	6006.00	600.60
07/02/2011	7007.00	700.70

Process date: _____

State 1: _____

State 2: _____

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Copy A For Internal Revenue Service Center

File with Form 1098.

For Privacy Act and Paperwork Reduction Act Notice, see the 2011 General Instructions for Certain Information Returns.

Other helpful information

- This webinar will be recorded and posted on the website for future viewing.
- You can access the fulfillment pricing by going to <http://www.ftwilliam.com/Docs/ftwilliam2011FulfillmentPricing.pdf>.
- You can access paper needs from Nelco Solutions by going to https://www.ftwilliam.com/Docs/Nelco1099_2011.pdf.
- After the webinar, you can send additional questions to support@ftwilliam.com.

1099 Pricing

- The 2011 1099 Software is \$350 for unlimited use.
 - This includes the preparation software for the 1099-R, 1099-Misc, 1099-Div and 5498.
 - New for 2011, we have added the 1099-INT, 1099-SA and 5498-SA.
- Fulfillment Service – you can elect to have ftwilliam.com take care of the e-filing for the Federal 1096/Copy As; printing and mailing of the participant Copy B/C/2; and/or printing and mailing of the payor Copy D, fees apply.
 - New for 2011, there will be a \$10/batch fee.
 - All other fees will remain the same as 2010 (see <http://www.ftwilliam.com/Docs/ftwilliam2011FulfillmentPricing.pdf> for more details).
- You are able to place a 1099 TCC Code on file to e-file on your own at no cost, as well as print and mail.

Thank you for attending.



Our offices will be closed on Friday, December 23rd and Monday, December 26th. Our normal business hours are Monday through Friday, 8 AM to 5 PM CST.