AP-39 Printing 1099 Form

Purpose

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

Introduction and Overview

This QRG covers the steps to print 1099 forms in NCFS.

User Tip

The following are prerequisites:

1. You will need the NC Tax Report role to print 1099 forms.

Print 1099 Form

To print 1099 form in NCFS, please follow the steps below. There are 12 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.

Image

Step 3. Click on the **Browse Catalog** button on the top right corner of the page.

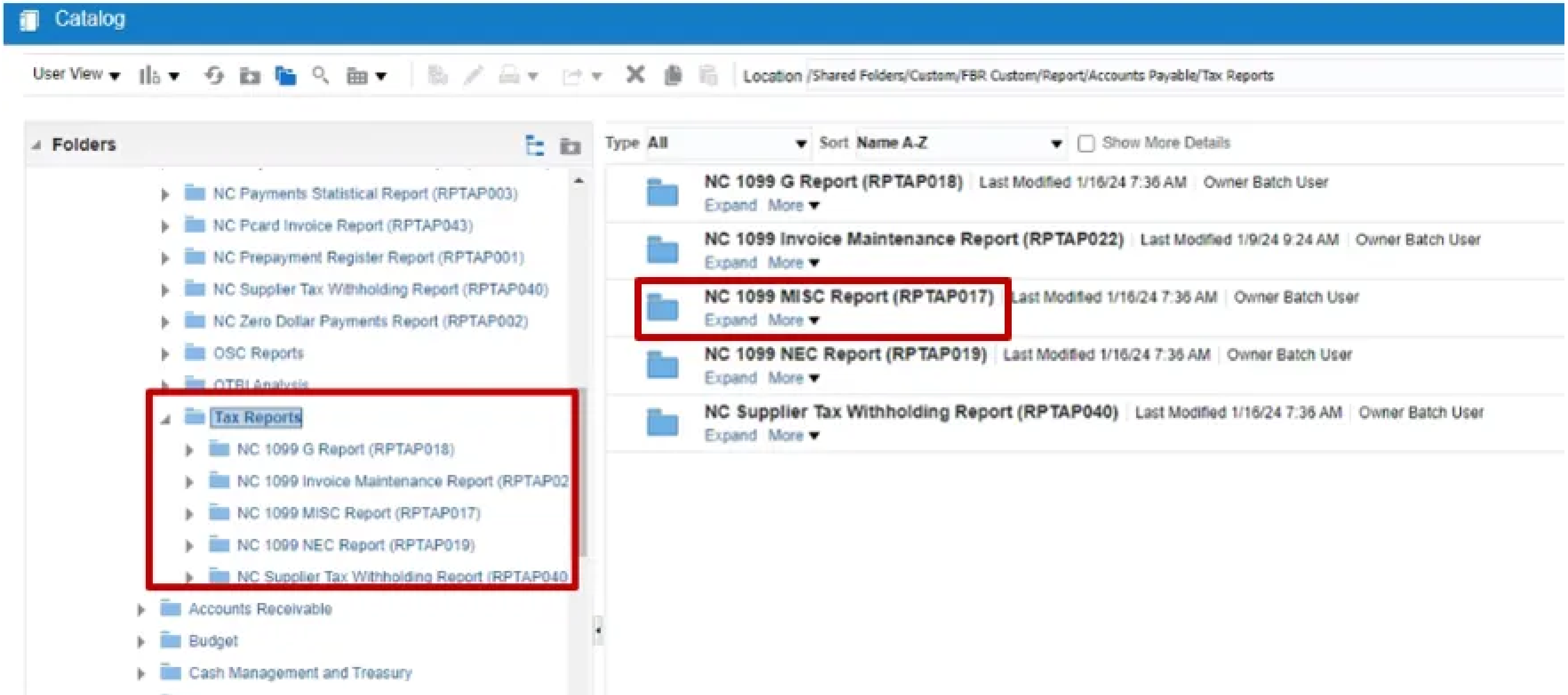
Image

Step 4. The Catalog page is displayed, navigate to **Shared Folder** < **Custom** < **FBR Custom** < **Report** < **Accounts Payable** < **Tax Reports** folder.

List of the reports are displayed, please use the appropriate report you would like to print.

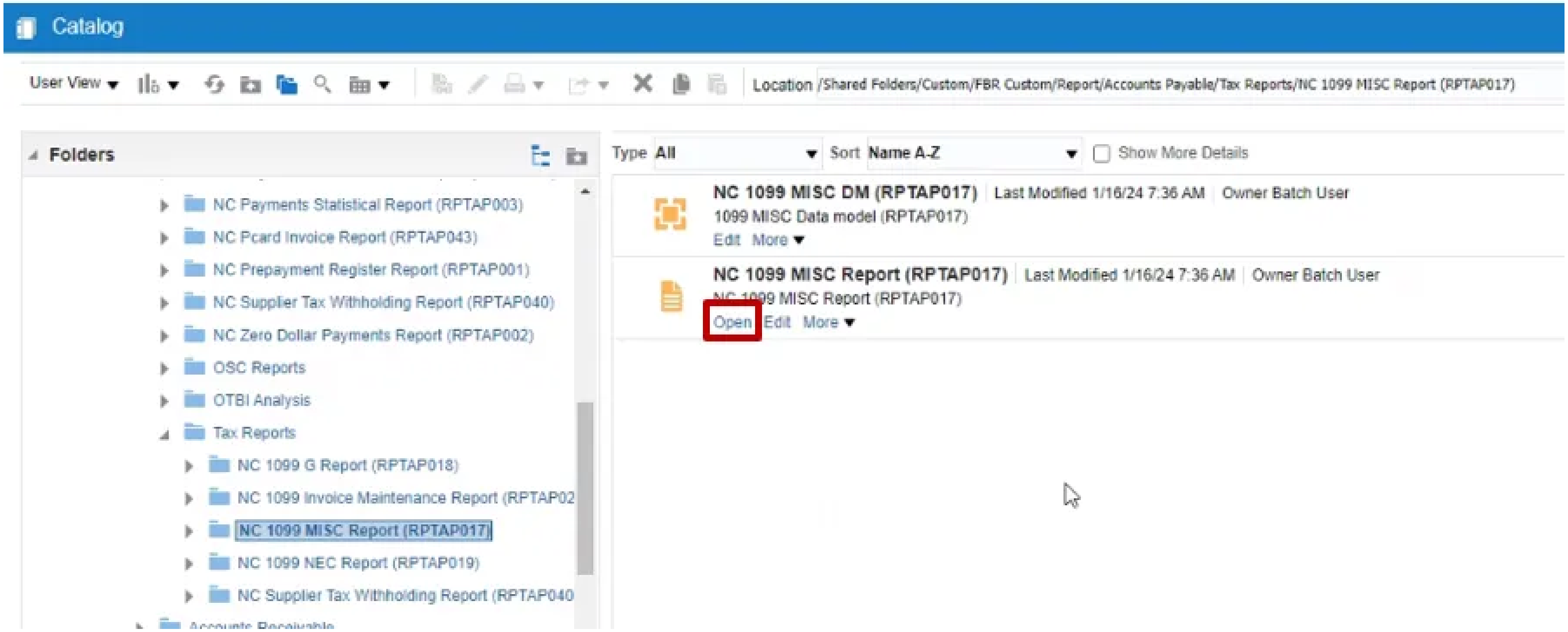
In this example, we will use **NC 1099 MISC Report**.

Image



Step 5. Click on the report and click on the **Open** link.

Image

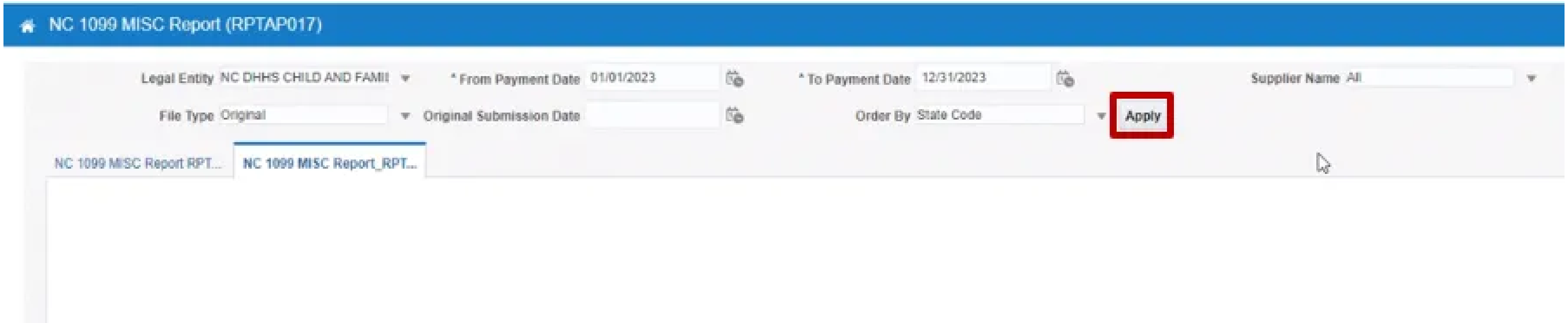


Step 6. NC 1099 MISC Report is displayed.

Select:

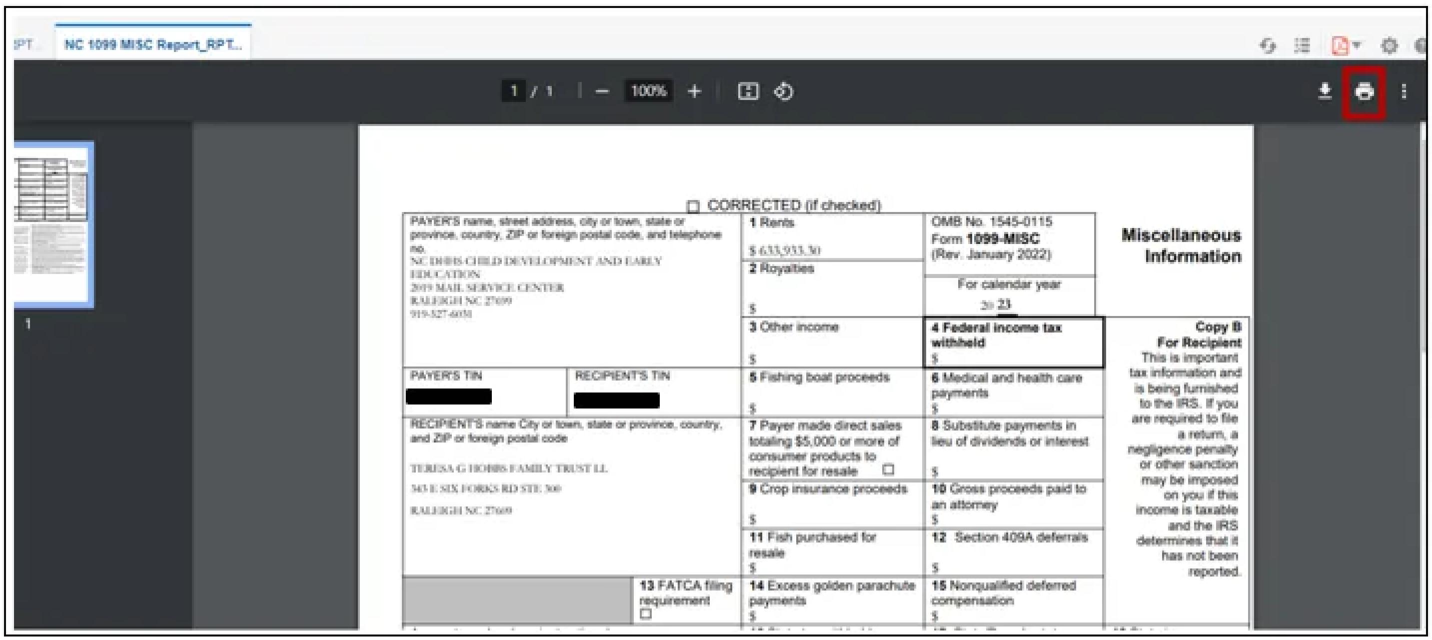
- **Legal Entity (Business Unit)**
- **From Payment Date – 1/1/20XX**
- **To Payment Date – 12/31/20XX**
- **File Type – Original**
- **Click Apply**

Image



Step 7. Completed report will be displayed. Click on the **Printer Icon** on the right side of the page.

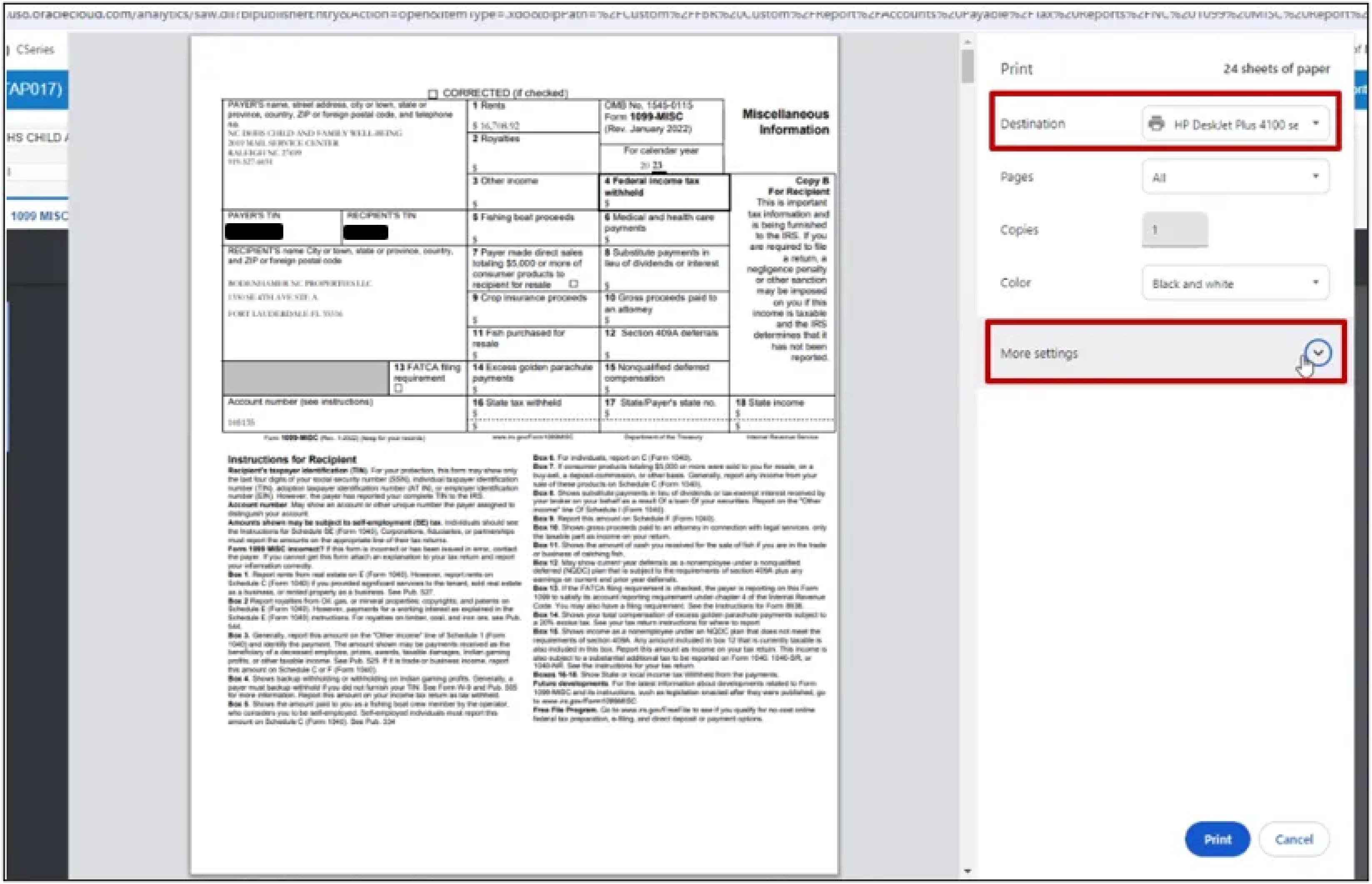
Image



Step 8. Printer option will be displayed, select the correct printer from **Destination** dropdown.

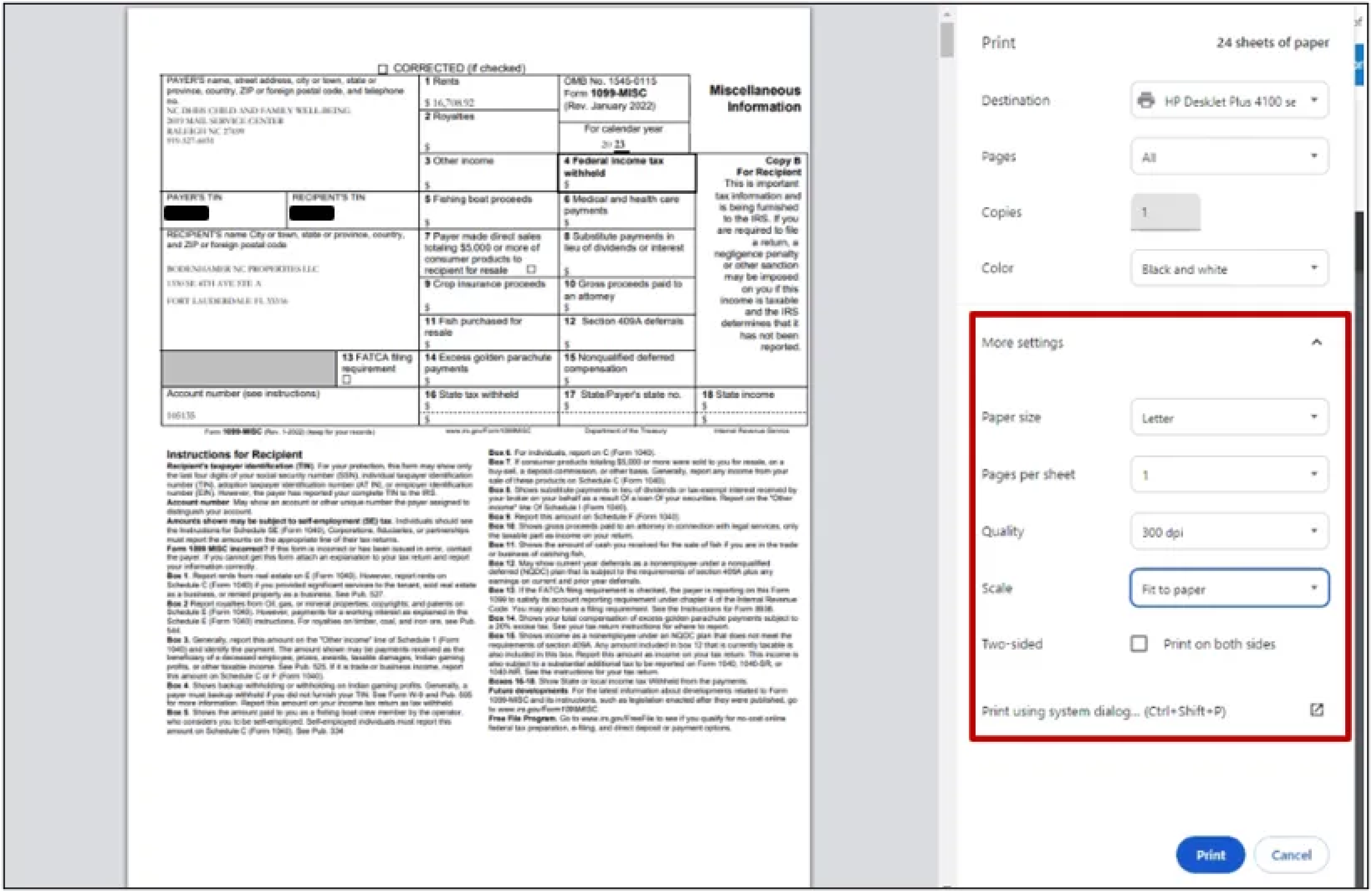
Note: Please do not select the **Check Printer**. Click on the **More Settings**.

Image



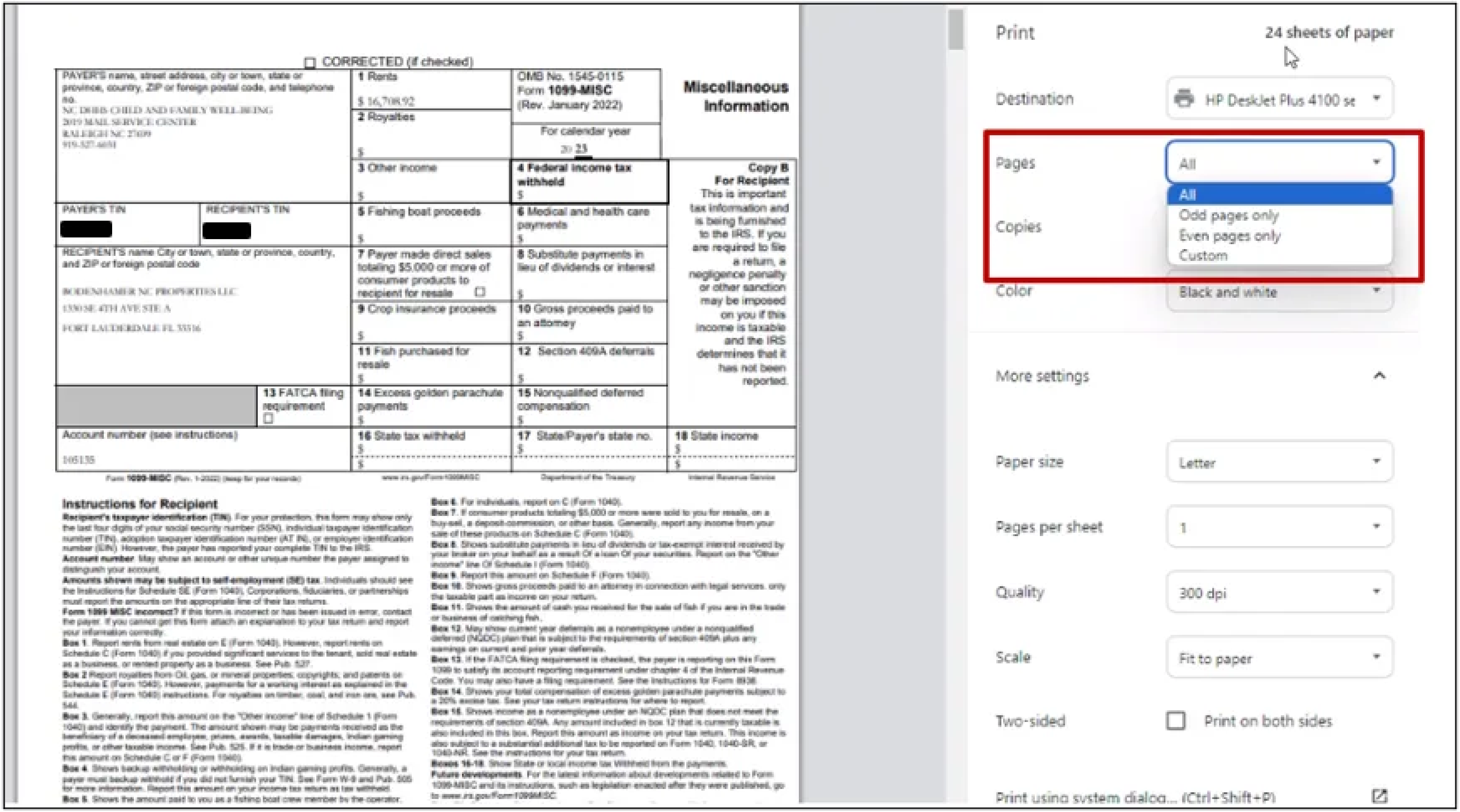
Step 9. More settings options will display. Make sure to choose the correct settings including paper size, scale etc.

Image



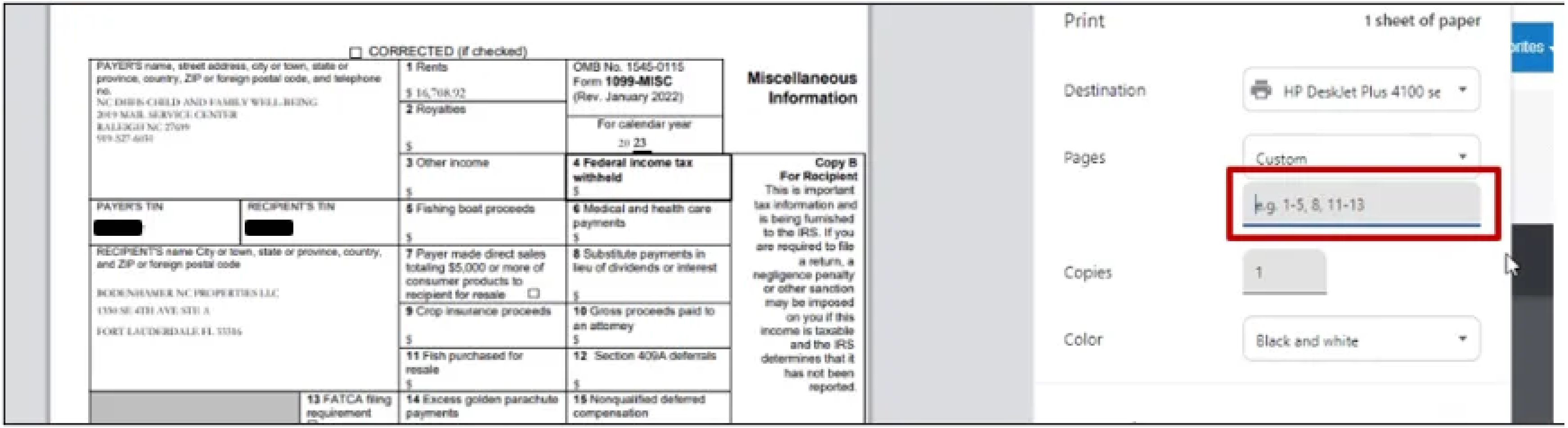
Step 10. Once all the settings are selected and before printing the form, please print a test page to make sure the printout comes out as expected. Click on Pages dropdown option and select **Custom**.

Image



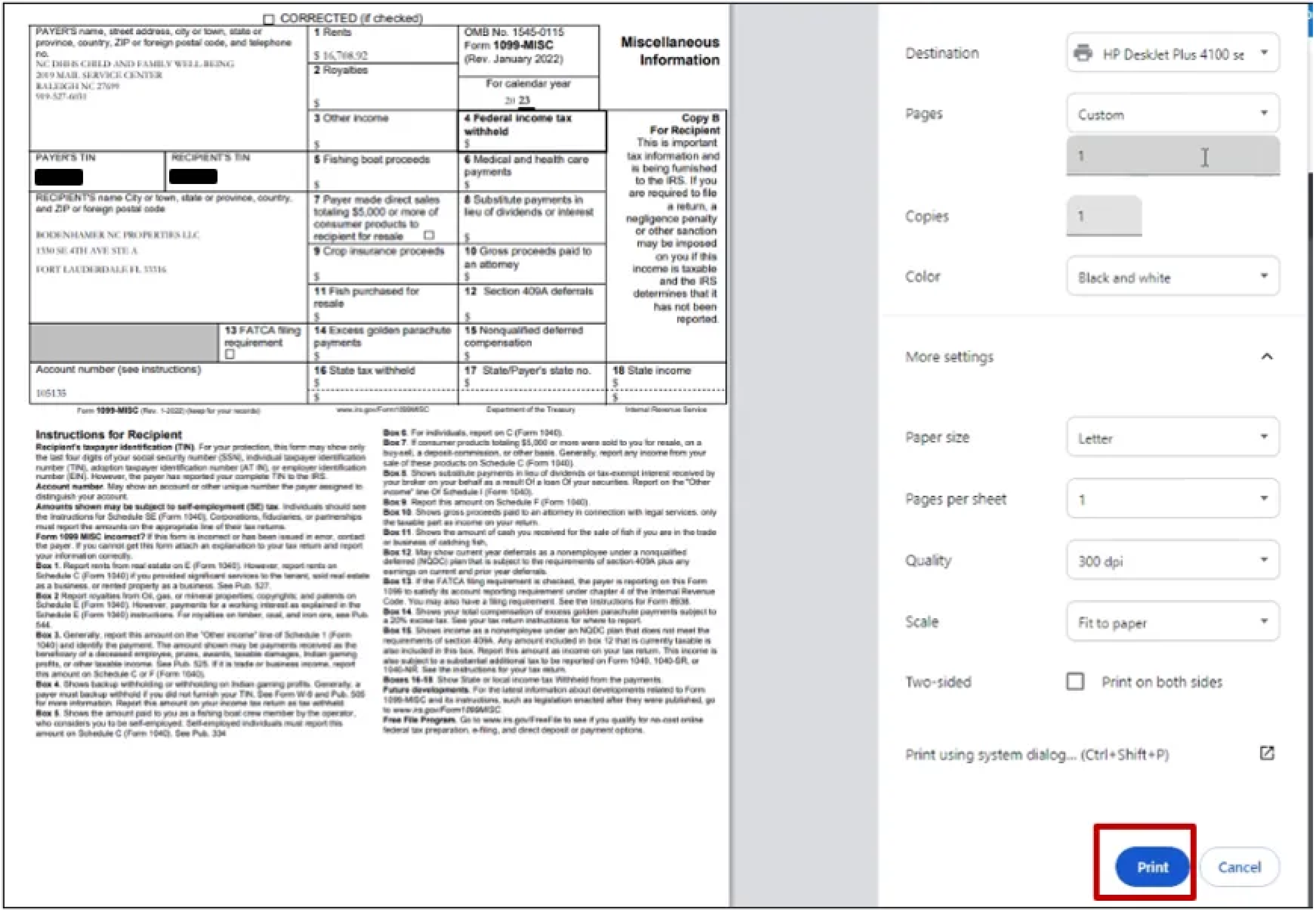
Step 11. Enter **1** in the eg – field, this is to make sure to print just one test page before proceeding to print all the pages in the report.

Image



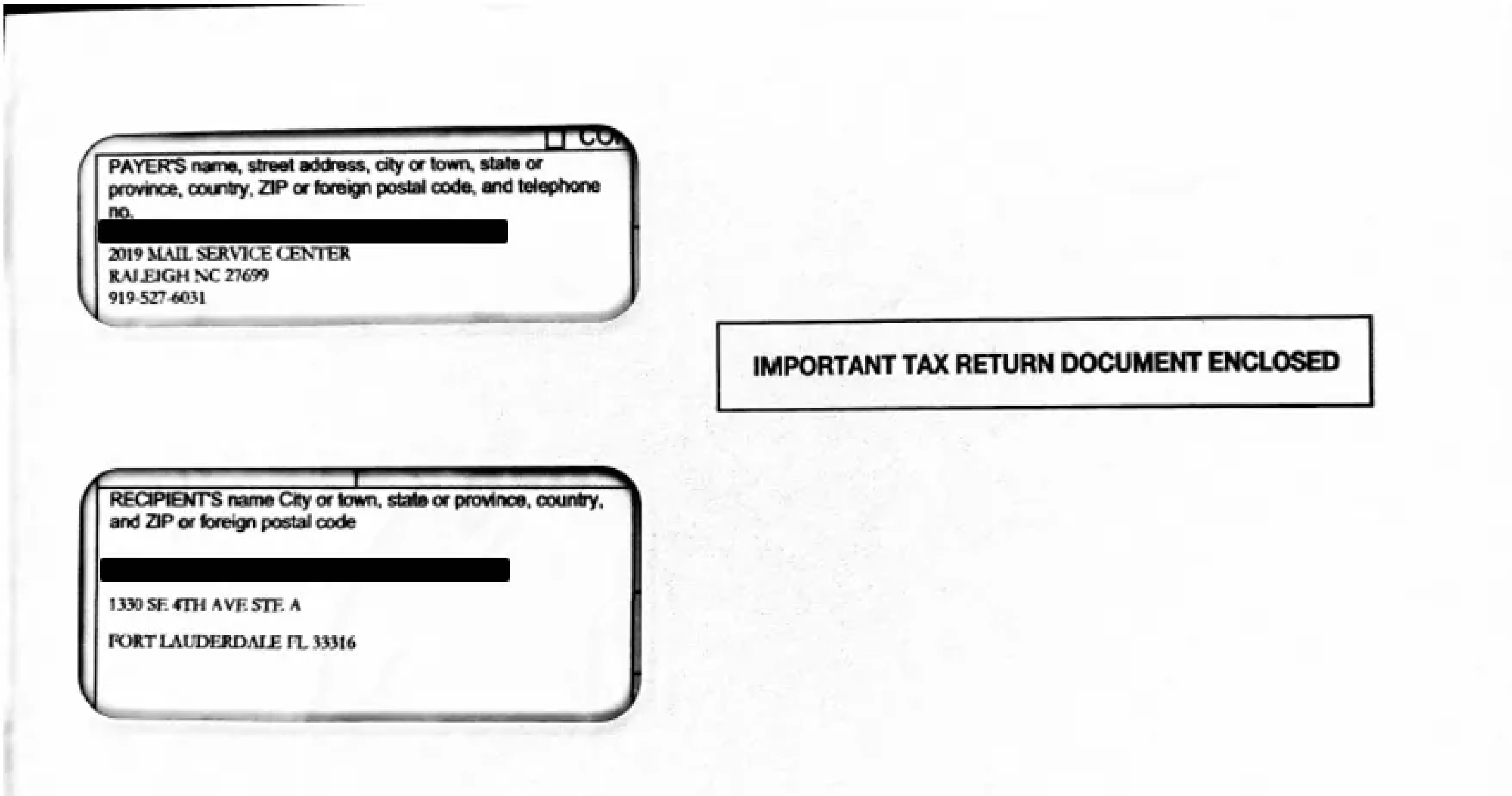
Step 12. Click on the **Print** button.

Image



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.

Image



PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.
[redacted]
2019 MAIL SERVICE CENTER
RALEIGH NC 27699
919-527-6031

IMPORTANT TAX RETURN DOCUMENT ENCLOSED

RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code
[redacted]
1330 SE 4TH AVE STE A
FORT LAUDERDALE FL 33316

Wrap-Up

Print 1099 forms using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - AP101: Invoice Management

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