

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.

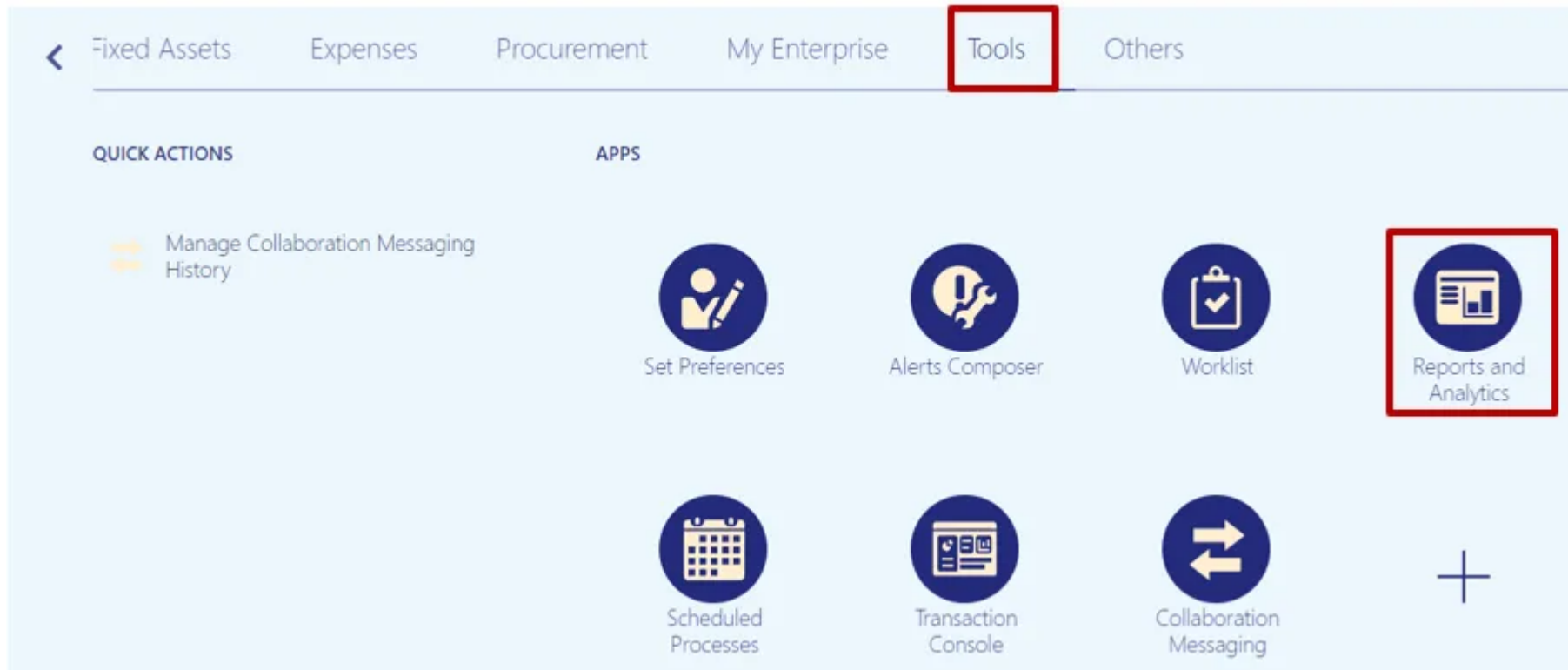
Print 1099 Form

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

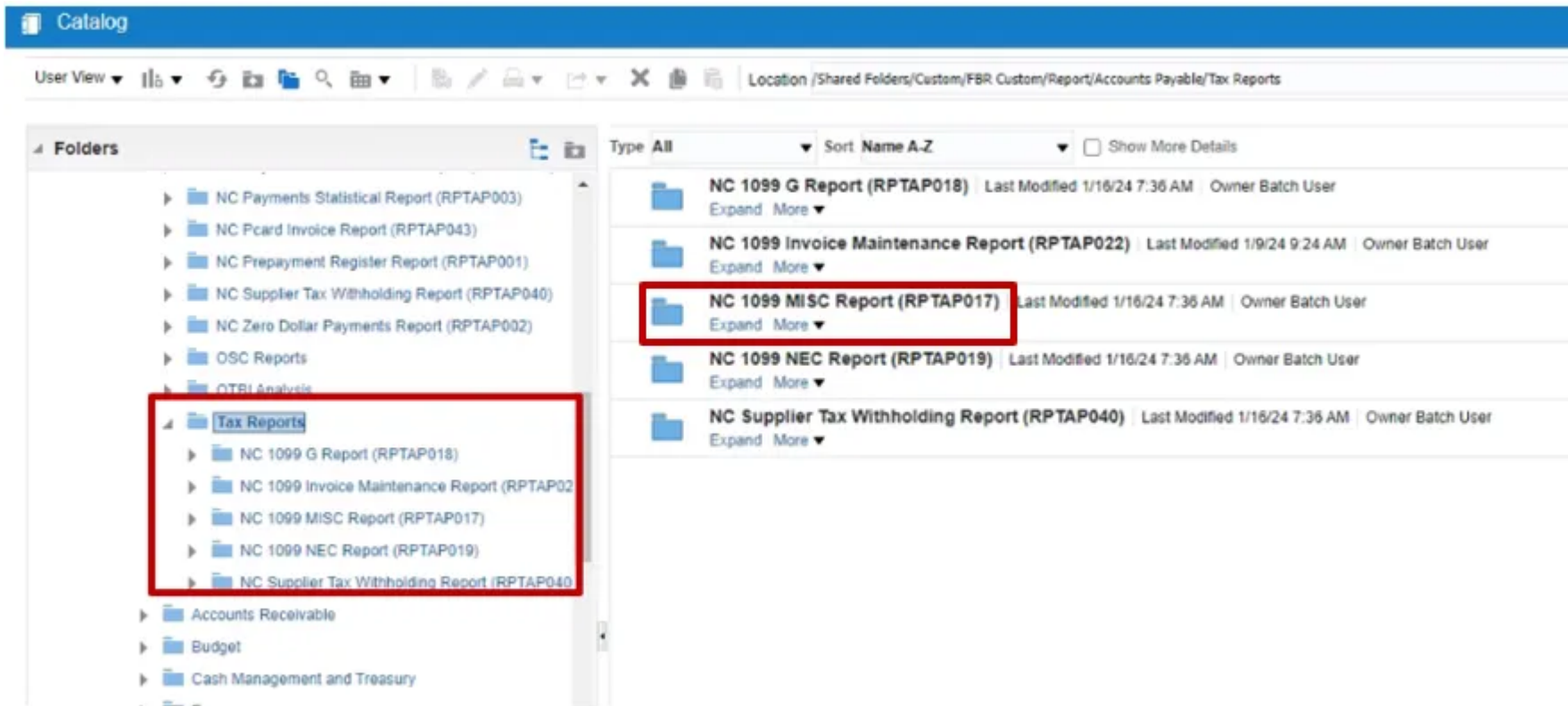


Step 4. The Catalog page is displayed, navigate to **Shared Folder < Custom < FBR Custom < Report < Accounts Payable < Tax Reports** folder.

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

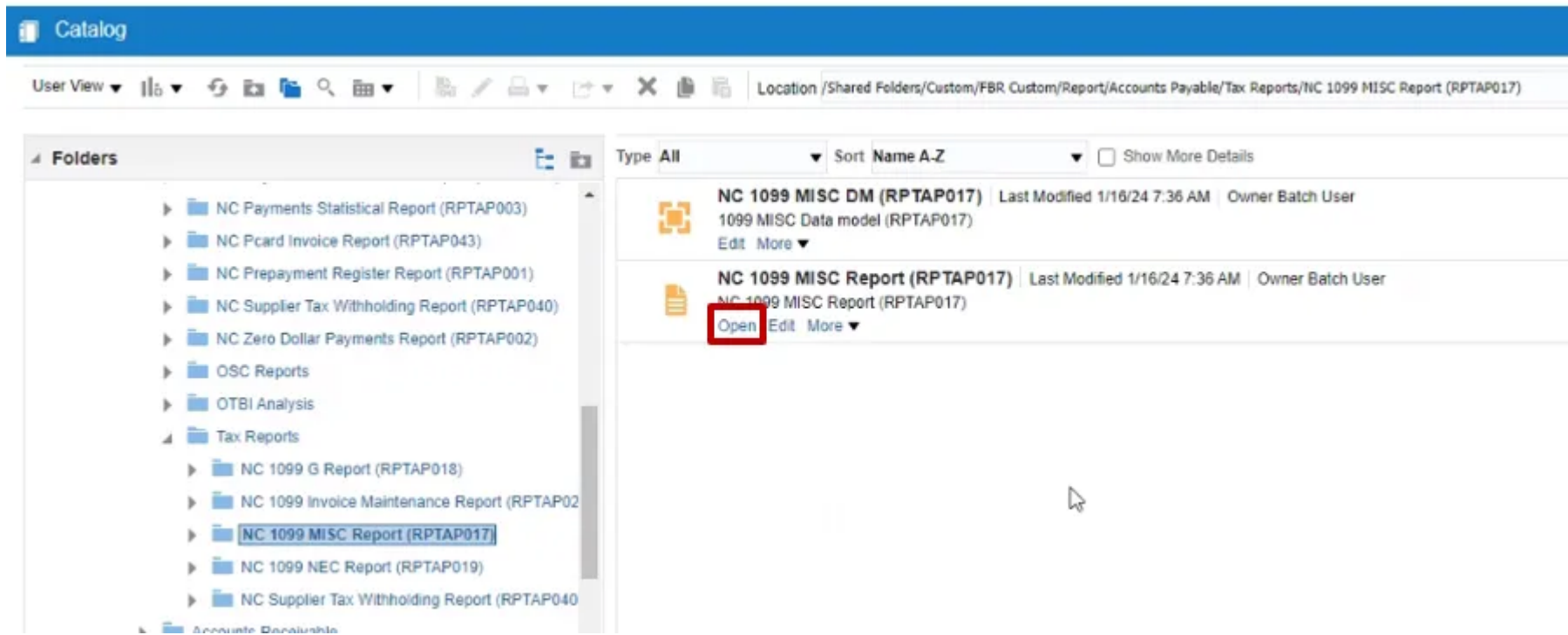
In this example, we will use **NC 1099 MISC Report**.

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

NC 1099 MISC Report (RPTAP017)

Legal Entity NC DHHS CHILD AND FAMILI * From Payment Date 01/01/2023 * To Payment Date 12/31/2023 Supplier Name All

File Type Original Original Submission Date Order By State Code **Apply**

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...

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

Image

1 / 1 | 100% + | [Icons]

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NC DHHS CHILD DEVELOPMENT AND EARLY EDUCATION 2019 MAIL SERVICE CENTER RALEIGH NC 27609 919-527-6031		1 Rents \$ 633,933.30 2 Royalties \$ 3 Other income \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 2023 4 Federal income tax withheld \$	Miscellaneous Information Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN [Redacted]	RECIPIENT'S TIN [Redacted]	5 Fishing boat proceeds \$	6 Medical and health care payments \$	
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code TERESA G THOBBS FAMILY TRUST LL 343 E SIX FORKS RD STE 300 RALEIGH NC 27609		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 \$	9 Crop insurance proceeds \$	
		10 Gross proceeds paid to an attorney \$	11 Fish purchased for resale \$	
		12 Section 409A deferrals \$	13 FATCA filing requirement ☐	14 Excess golden parachute payments \$
		15 Nonqualified deferred compensation \$		

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**.

AP017)

HS CHILD A

1000 MISC

24 sheets of paper

Destination HP Deskjet Plus 4100 se

Pages All

Copies 1

Color Black and white

More settings ⌵

☒ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone 400 N. DUBOIS CHILD AND FAMILY WELLBEING 2017 MARL SERVICE CENTER 400 N. DUBOIS, NC 27601 919.327.4001		1 Rents \$ 56,708.92 2 Royalties \$ 3 Other income \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 2023
PAYER'S TIN [REDACTED]	RECIPIENT'S TIN [REDACTED]	4 Federal income tax withheld \$ 5 Fishing boat proceeds \$ 7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐ \$ 9 Crop insurance proceeds \$ 11 Fish purchased for resale \$	6 Medical and health care payments \$ 8 Substitute payments in lieu of dividends or interest \$ 10 Gross proceeds paid to an attorney \$ 12 Section 409A deferrals \$
RECIPIENT'S name, city or town, state or province, country, and ZIP or foreign postal code BORNHOLM N.C. PROPERTIES LLC 13500 4TH AVE. SE. A FORT LAUDERDALE, FL 33306		13 FATCA filing requirement ☐ 14 Excess golden parachute payments \$ 15 Nonqualified deferred compensation \$	16 State tax withheld \$ 17 State/Payer's state no. 18 State income tax \$

Form 1099-MISC (Rev. 1-2022) (Keep for your records)
www.irs.gov/form1099-misc
Department of the Treasury
Internal Revenue Service

Print

Pages

Copies

Color

More settings

Instructions for Recipient

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the payer assigned to designate your account.

Amounts shown may be subject to self-employment (SE) tax. Individuals should see the instructions for Schedule SE (Form 1040), Corporations, fiduciaries, or partnerships must report the amounts on the appropriate line of their tax returns.

Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form, attach an explanation to your tax return and report your information correctly.

Box 1. Report some bond real estate on C (Form 1040). However, report amounts on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented property as a business. See Pub. 1207.

Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, steel, and iron ore, see Pub. 546.

Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, press, awards, taxable damages, insider-gaining profits, or other taxable income. See Pub. 1207. If it is trade or business income, report this amount on Schedule C or F (Form 1040).

Box 4. Shows backup withholding or withholding on insider-gaining profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form 1040 and Pub. 585 for more information. Report this amount on your income tax return as tax withheld.

Box 5. Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 324.

Box 6. For individuals, report on C (Form 1040).

Box 7. If annuities payments totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a trust or a trust of your securities. Report on the "Other income" line of Schedule 1 (Form 1040).

Box 9. Report this amount on Schedule E (Form 1040).

Box 10. Shows gross proceeds paid to an attorney in connection with legal services, only the taxable part on income on your return.

Box 11. Shows the amount of cash you received for the sale of fish if you are in the trade or business of catching fish.

Box 12. May show current year deferrals as a nonemployee under a nonqualified deferred (NQDC) plan that is subject to the requirements of section 409A plus any earnings on account and prior year deferrals.

Box 13. If the FATCA filing requirement is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the instructions for Form 8878.

Box 14. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.

Box 15. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This amount is also subject to a substantial additional tax to be reported on Form 1040, 1040-ES, or 1040-NR. See the instructions for your tax return.

Boxes 16-18. Shows State or local income tax withheld from the payments.

Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099-misc.

Free File Program. Go to www.irs.gov/efile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

Destination

Pages

Copies

Color

More settings ⌵

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Box 15. Shows income as a nonemployee under an NQDC plan

Image

☐ CORRECTED (if checked)		Miscellaneous Information	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NC DHR'S CHILD AND FAMILY WELL-BEING 2019 MAR. SERVICE CENTER RALEIGH NC 27619 919-527-6031		1 Rents \$ 16,708.92	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022)
PAYER'S TIN [REDACTED]		2 Royalties \$	For calendar year 2023
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code BOONSHAMER NC PROPERTIES LLC 1350 SE 4TH AVE STE A FORT LAUDERDALE FL 33316		3 Other income \$	4 Federal income tax withheld \$
RECIPIENT'S TIN [REDACTED]		5 Fishing boat proceeds \$	6 Medical and health care payments \$
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 \$	Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
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11 Fish purchased for resale \$		12 Section 409A deferrals \$	
13 FATCA filing requirement [REDACTED]		14 Excess golden parachute payments \$	
15 Nonqualified deferred compensation \$		\$	

Print 1 sheet of paper

Destination HP DeskJet Plus 4100 se

Pages Custom

p.g. 1-5, 8, 11-13

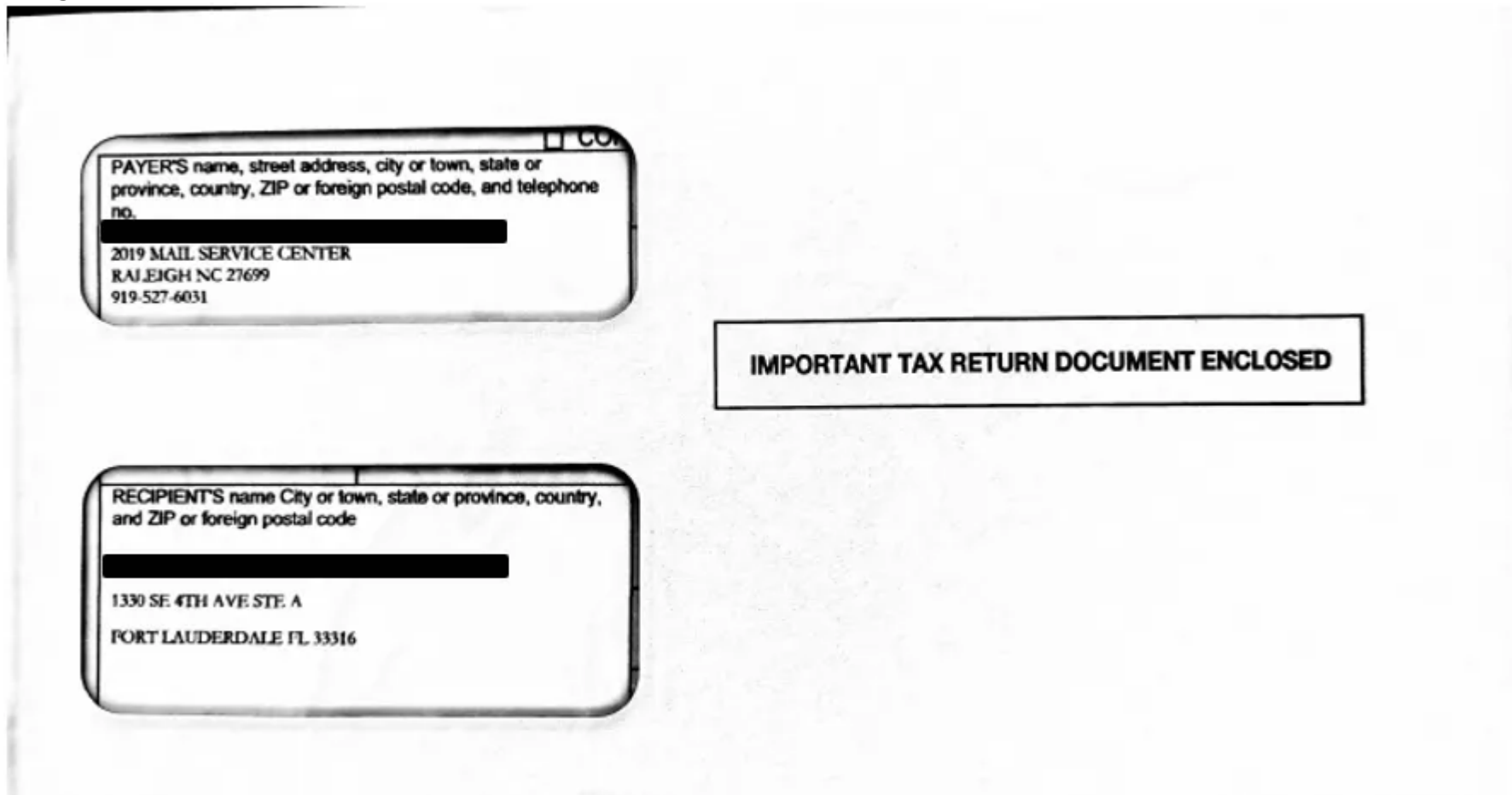
Copies 1

Color Black and white

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

Image

Image



Wrap-Up

Print 1099 forms using the steps above.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [AP101: Invoice Management](#)

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[View PDF](#)