



# PRINTING 1099 CORRECTION FORMS



## QUICK REFERENCE GUIDE AP-42

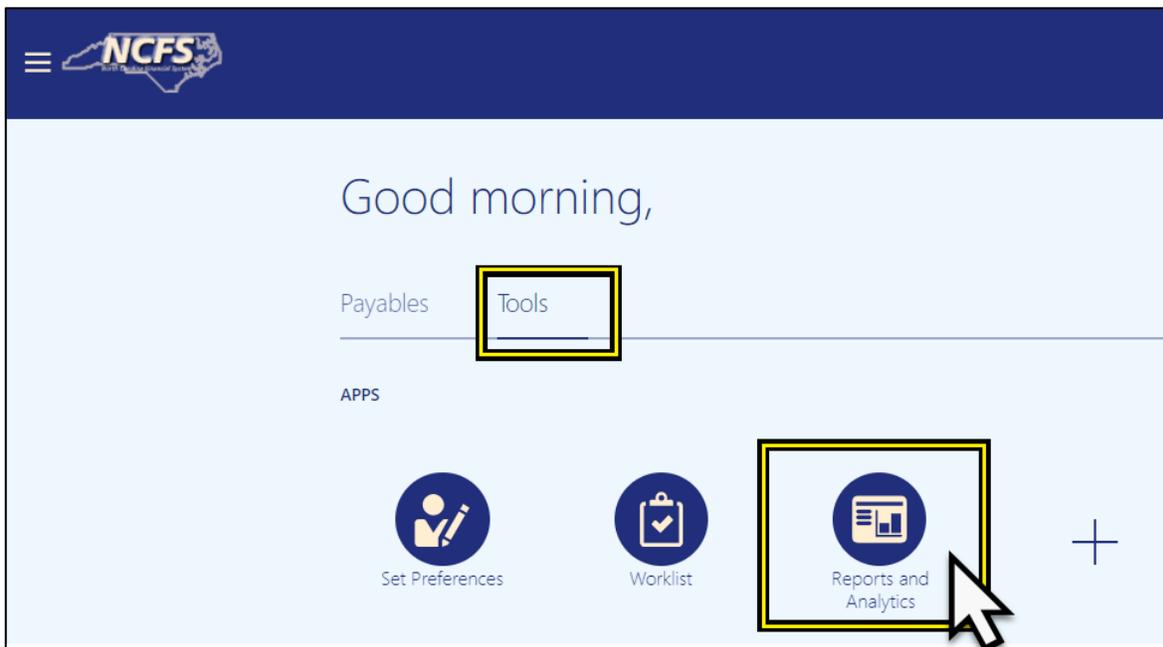
### PURPOSE

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

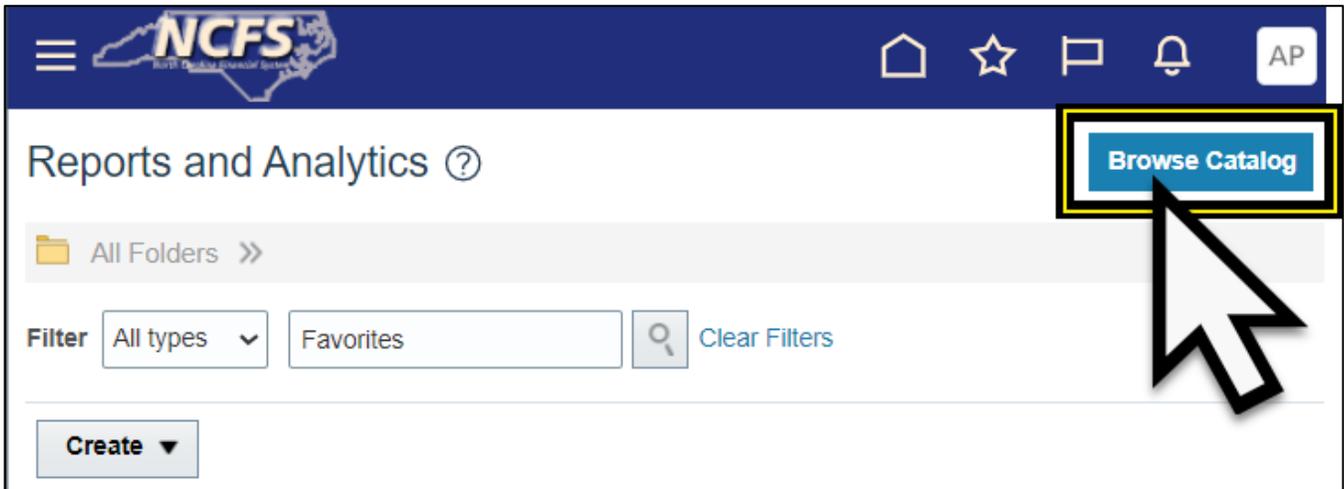
### PRINT 1099 CORRECTION FORMS

Follow the steps to print 1099 Correction forms in NCFS.

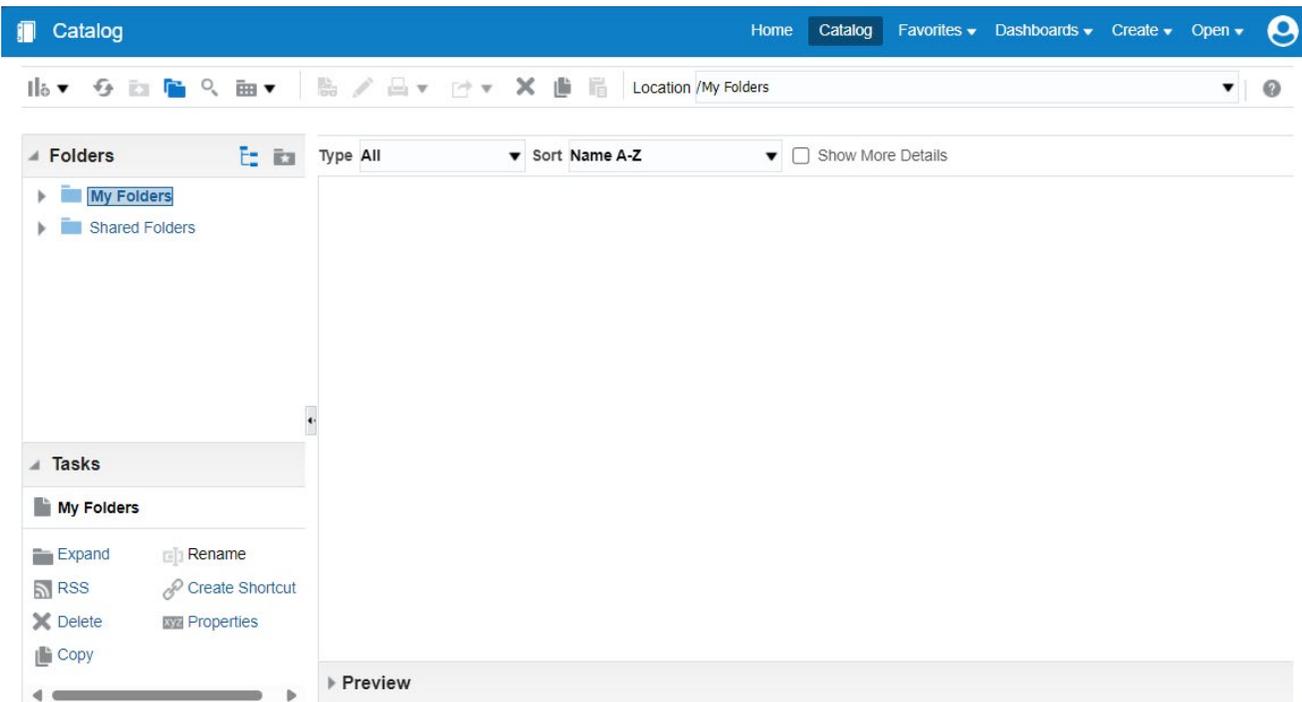
1. Log in to the NCFS portal.
2. Click the **Tools** tab, from the home page.
3. Click the **Reports and Analytics** app.



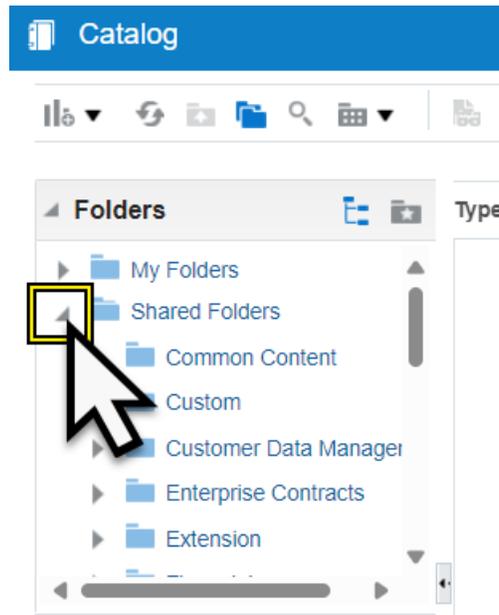
4. Click the **Browse Catalog** button at the top right corner of the page.



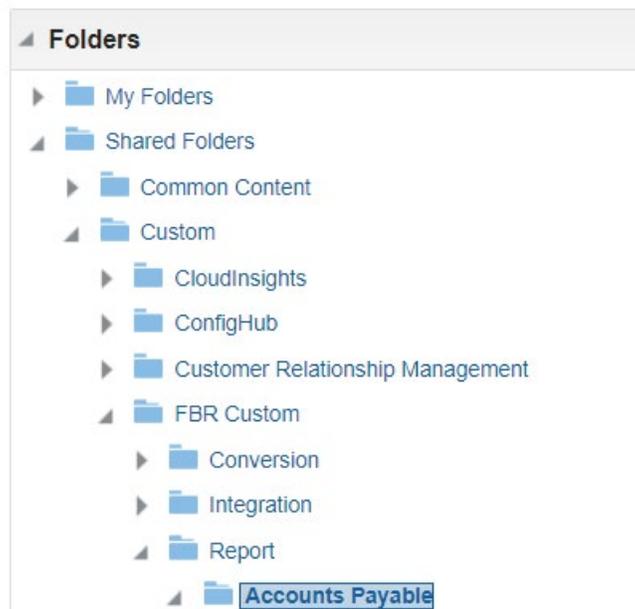
5. The Catalog page is displayed.



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

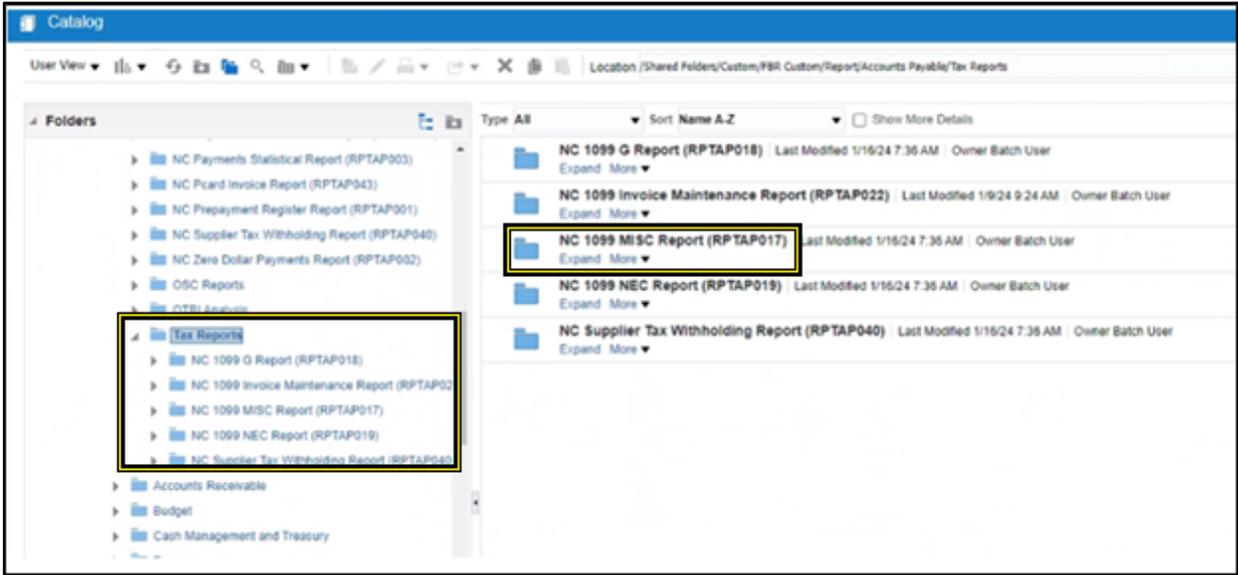


- Select and expand **Custom** Folder.
- Select and expand **FBR Custom** Folder.
- Select and expand **Report** Folder.
- Select and expand **Accounts Payable** Folder.

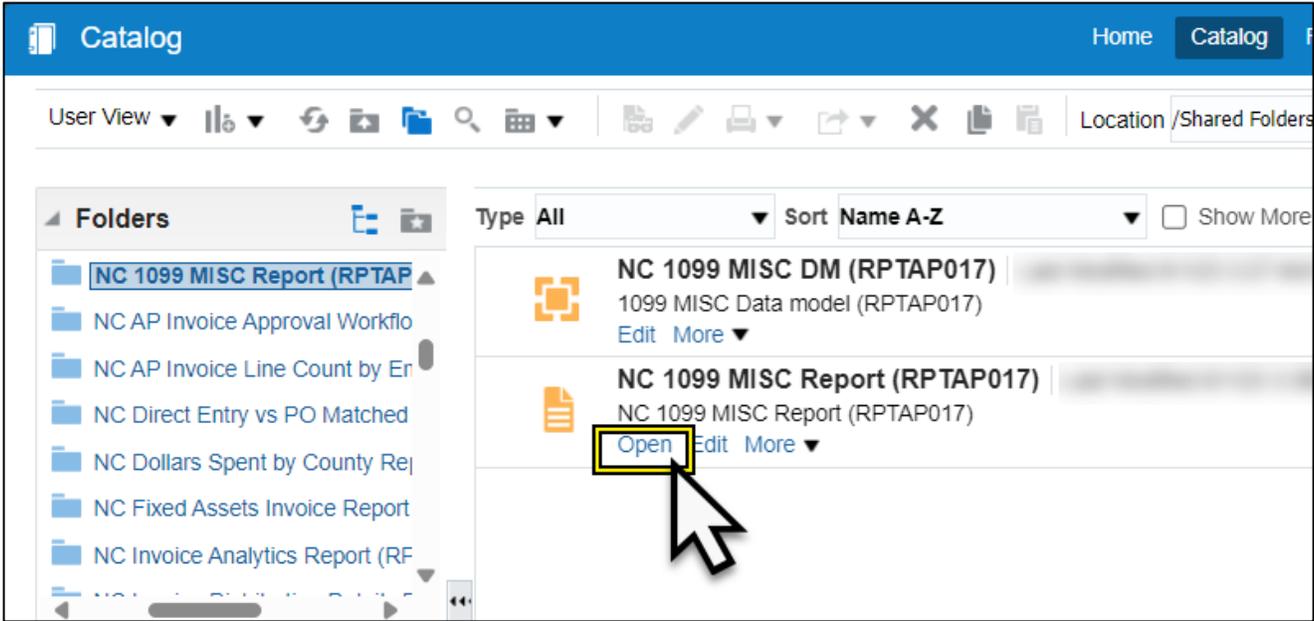


- Select and expand **Tax Reports** folder.

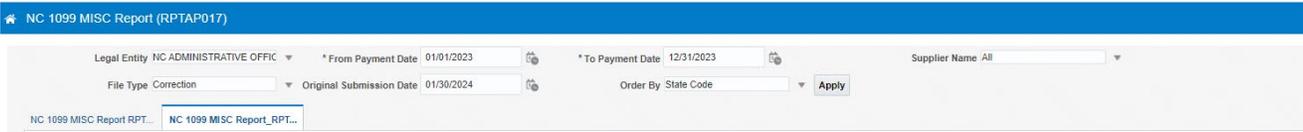
12. Reports listed in the Tax Reports folder are displayed. Select and expand the appropriate report folder you would like to print. In this example, we will use **NC 1099 MISC Report**.



13. Click **Expand** under the desired report folder and click **Open**.



14. NC 1099 MISC Report is displayed.

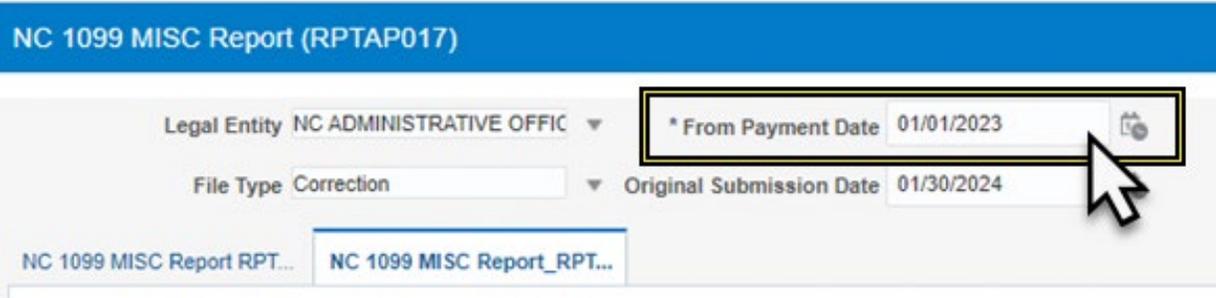


a. FOR CORRECTIONS:

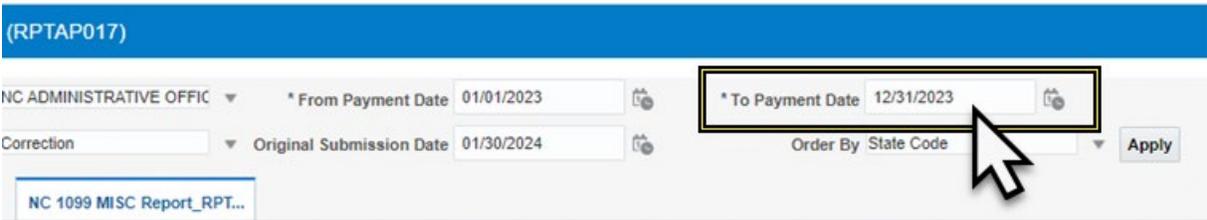
i. Select the **Legal Entity (Business Unit)**.



ii. Correct **From Payment Date - 01/01/20XX**.



iii. **To Payment Date – 12/31/20XX**.



iv. File Type – Correction.

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC \* From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

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

v. Original Submission Date – 01/XX/20XX.

**Note:** This date will vary from year to year and is based on when the original 1099 file is submitted to the IRS by OSC. The original submission date will be communicated to the agencies before the 1099 correction forms are available to be printed

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC \* From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report\_RPT...

vi. Click Apply.

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC \* From Payment Date 01/01/2023 \* To Payment Date 12/31/2023

File Type Correction Original Submission Date 01/30/2024 Order By State Code

NC 1099 MISC Report RPT... NC 1099 MISC Report\_RPT... Apply

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

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.

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

The image shows a 1099-Correction form and its print settings dialog. The form is titled "CORRECTED (if checked)" and includes fields for PAYER'S name, address, and tax identification number, as well as RECIPIENT'S name, address, and tax identification number. It also includes a table for reporting various types of income and payments, such as Rents, Royalties, Other income, Federal income tax withheld, Fishing boat proceeds, Medicare and health care payments, Payer made direct sales, Substitute payments in lieu of dividends or interest, Crop insurance proceeds, Gross proceeds paid to an attorney, Fish purchased for resale, Section 408A deferrals, FATCA filing requirement, Excess grossed parachute payments, Nonqualified deferred compensation, State tax withheld, State/Payer's state no., and State income.

The print settings dialog is open, showing the following options:

- Print: 24 sheets of paper
- Destination: HP DeskJet Plus 4100 se
- Pages: All
- Copies: 1
- Color: Black and white
- More settings:
  - Paper size: Letter
  - Pages per sheet: 1
  - Quality: 300 dpi
  - Scale: Fit to paper
  - Two-sided:  Print on both sides
- Print using system dialog... (Ctrl+Shift+P)
- Buttons: Print, Cancel

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

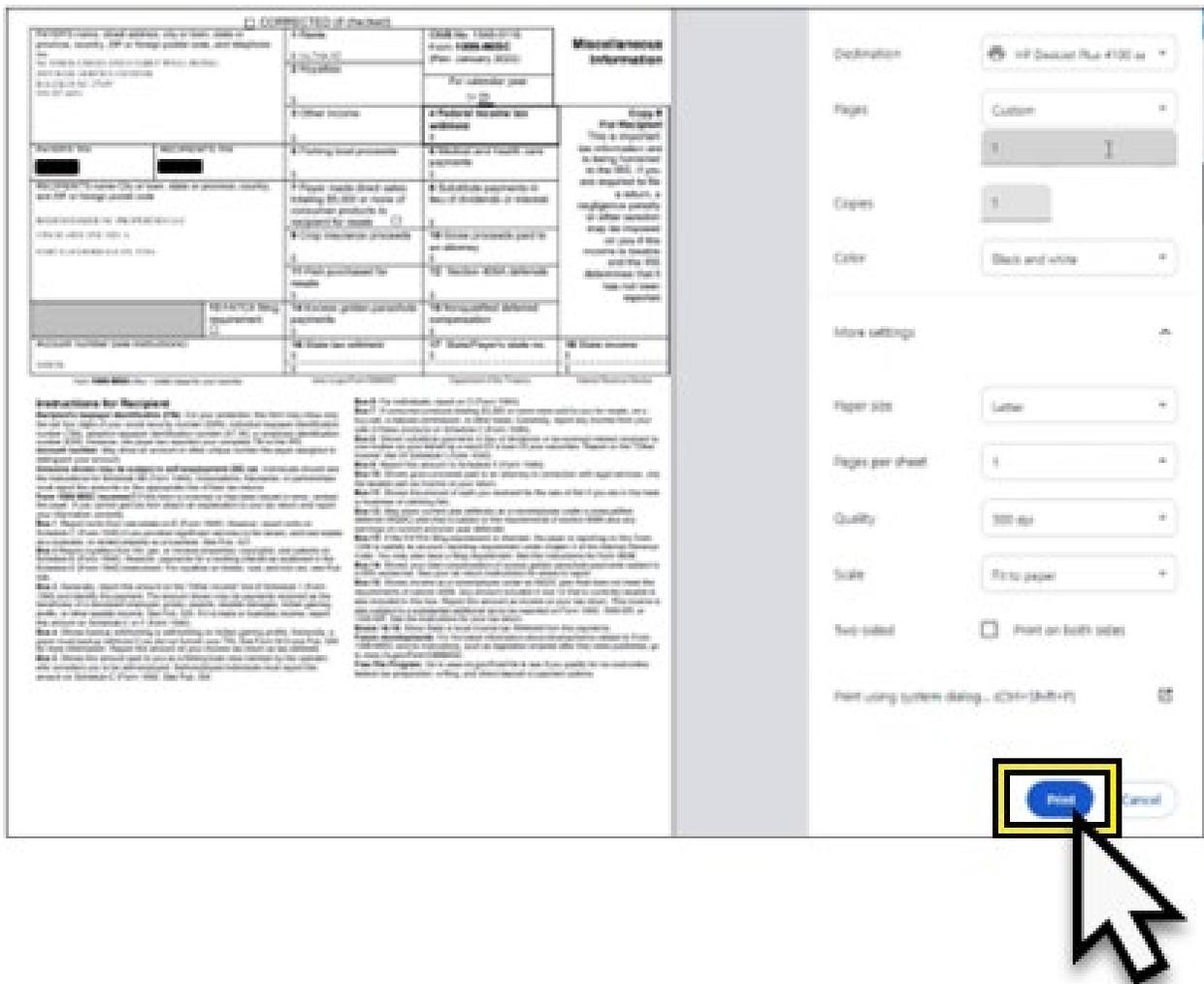
20. Click the **Pages** dropdown option and select **Custom**.

The screenshot shows the printing interface for a 1099-MISC form. On the left is the form itself, with a 'CORRECTED (if checked)' checkbox. The form includes fields for PAYER'S name, address, and tax information, and RECIPENT'S name and address. It also has a 'Miscellaneous Information' section. On the right is a print settings sidebar. The 'Pages' dropdown menu is open, showing options: All, All, Odd pages only, Even pages only, and Custom. A mouse cursor is pointing at the 'Custom' option. Other settings include Destination (HP DeskJet Plus 4100 se), Paper size (Letter), Pages per sheet (1), Quality (300 dpi), Scale (Fit to paper), and Two-sided (Print on both sides).

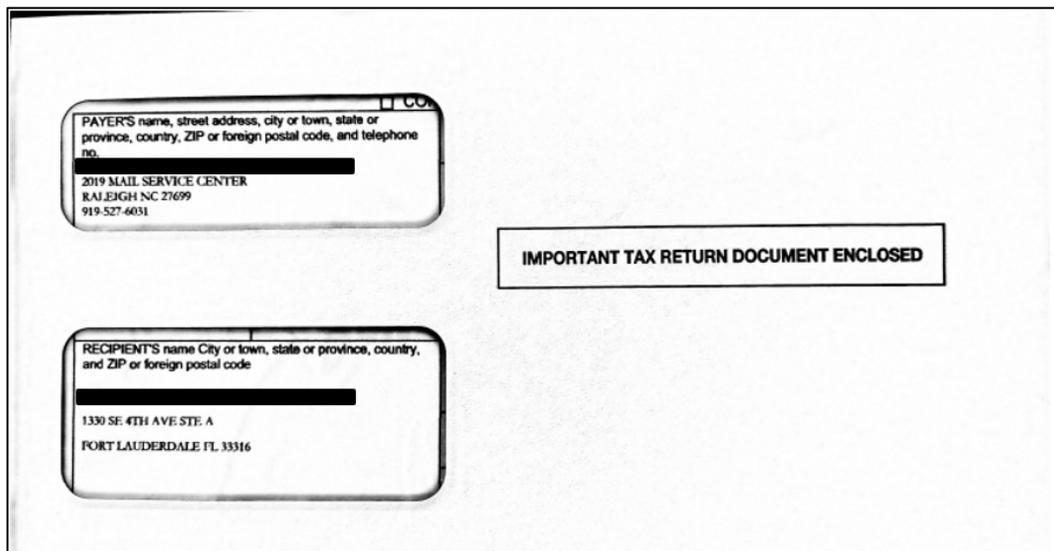
21. Enter **1** in the eg – field. This prints one test page before proceeding to print all the pages in the report.

The screenshot shows the printing interface for a 1099-MISC form. A yellow box highlights the text 'Enter: 1' with an arrow pointing to the 'Pages' field in the print settings sidebar. The 'Pages' field now contains 'p. 1-5, 8, 11-13'. The form itself is partially visible on the left, showing the 'CORRECTED (if checked)' checkbox and various fields for payer and recipient information.

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.



**Change Log**

- Effective Date 6/16/2025
  - Modified Summary to specify that this form is used for printing 1099 correction forms.