PSL+

1099-T4A User Guide to Generating Forms and eFiles

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Information about 1099s and T4As

The IRS requires companies to issue a Form 1099-NEC or Form 1099-MISC to individuals or contractors paid over $600.00 during the year. Current IRS instructions and deadlines for these forms can be found at www.IRS.gov.

T4A (the Canadian equivalent of the US 1099-NEC / MISC forms) printing is available in PSL. In each section below, special information about using PSL for your T4As is noted with "**Additional T4A information**." You will find additional T4A information at the end of Steps E, and H. Text within this article referencing "1099" is generally also true when working with T4As.

Before you begin: ensure your team has access to the necessary permissions and programs of PSL. Have everyone on your team who is assisting in printing 1099/T4A forms or adjusting 1099-able payments read this article to ensure they have appropriate permissions; Check if You Have Access to PSL 1099

Prep and review your 1099 data

Step A: Verify accuracy of company information

Ensure your company information is accurate to avoid delays and possibly fines or penalties from the IRS for incorrect or late filings. The company information below is required by the IRS, and will be displayed as the PAYERS information on 1099 forms.

1. Open *Setup > Company Code* (sucomp) and locate the correct company to autofill the other fields
2. Verify or correct all information in the Company Entry window

Step B: Verify vendor 1099 information

The most common mistakes with 1099s are: a) incorrect vendor 1099 information; and b) not tagging payments with a 1099 code.

1. Open *Accounts Payable > Vendor > Vendor Entry* (apven) and verify accuracy of all fields
2. For the *TIN Information* section:
   a. *Name* will be the name printed on the 1099 form; if it is left blank in the TIN Information section, the *Name* from the Vendor Information section will be printed on the 1099 form
   b. *Work State* is a required field
   c. *Type* is not required but recommended - options are available by clicking the field and pressing F2
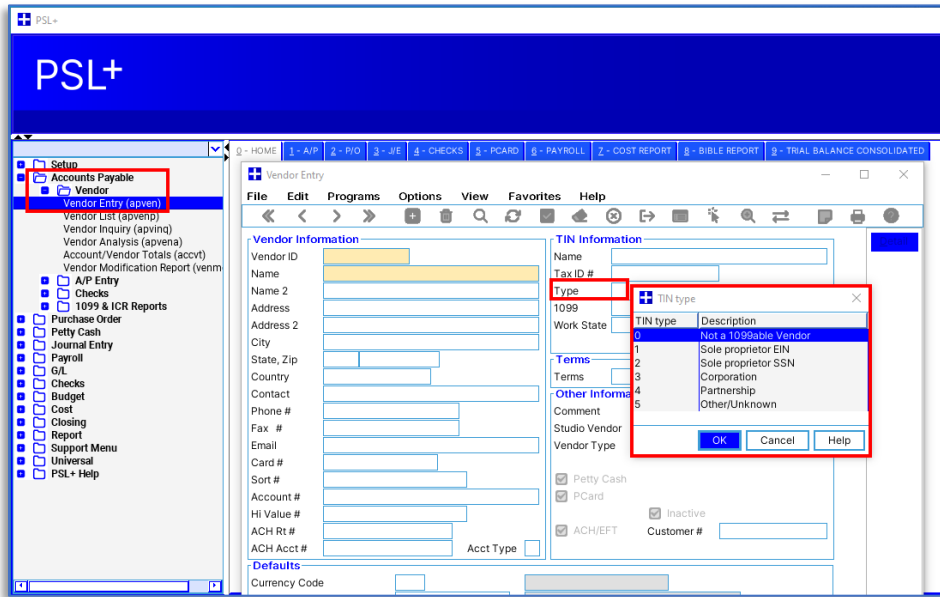
   d. The *1099* field is not required but strongly recommended; click the *1099* field and press F2 for options
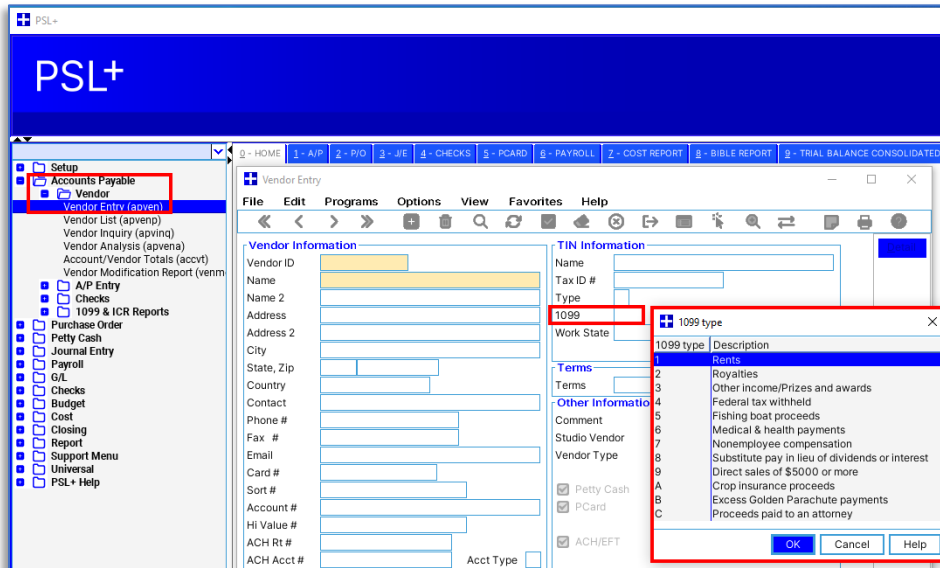
   e. Notes about the *1099* field:
      i. Selecting a type in the *1099* field will auto-tag all new payments to this vendor, so they will be included in totals calculated when you generate a 1099
      ii. If you select a 1099 type *after* transactions have posted, the type won't be retroactively applied; it will only be applied to new AP, PO, and PC transactions you create – therefore it's highly recommended that you apply the 1099 type for each vendor before logging any transactions for them

Step C: Transaction 1099 Tagging

The 1099 amounts for each vendor will be accurate only if every payment transaction (AP, PO, PC) has a 1099 tag.

As a shortcut to tagging each payment, you can give each vendor a default 1099 tag that will auto-populate with every **new** payment created. See "Notes about the *1099* field" above for more information.

1. Open *Accounts Payable > AP Entry* (apte) or *Purchase Order > PO Entry*, or *Petty Cash > PC Entry*
2. Create a payment and ensure *State Worked* is filled in; it will be prepopulated with the default from the vendor setup screen
3. Click in the *9* column and press F2 to display options; this will not open unless you have *State Worked* and other required fields filled in first
    a. If you are creating a **new** payment, this will be pre-populated with the default type entered into the *1099* field of the vendor setup screen; see "Notes about the 1099 field" above for more information

Step D: Review 1099 Reports

About the 1099 Summary Report

The 1099 Forms and Report screen (bd1099) has several options to help confirm your data is accurate, allowing you to ensure vendors and their transactions are properly coded, and your 1099s will calculate correctly.

Description of numbered indicators in the screenshot below:
1. *Detail Report* displays each payment going to 1099-tagged vendors
2. *Summary Report*: View payment totals for 1099-tagged vendors
    a. A Summary Exception report will print automatically if there are any errors with the data, such as a missing Tax ID or multiple vendors having the same Tax ID
3. *Blank Tax ID* shows any vendors without a Tax ID
4. *Duplicate Tax ID* shows any vendors having the same Tax ID as other vendors in the system
5. *Include State Worked* will add that information to your reports
6. *Bank* allows you to filter by different banks used for the 1099-tagged payments
7. *Include Non-1099able Items* this ensures all payments to each vendor will show on the summary, highlighting whether all payments were correctly recorded as 1099able
8. When generating T4A reports such as the Summary Report, check the *T4 Only* box and set *Target Currency* to CD/CN

How to create a 1099 Summary report

1. Open *Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report*
2. Click on *Summary Report*
3. All yellow fields are required; enter *Tax Year* and *Company*
   a. If there are multiple companies within your project, please select the appropriate company
4. Uncheck the *Use Federal Filing Limit* box; this will ensure all 1099able payments will show on your summary, for you to audit
5. Check the *Include Non-1099able Items* box; this will ensure all payments to each vendor will show on the summary, highlighting whether all payments were correctly recorded as 1099able
6. Click *Preview* and review on your screen or save as a .pdf file
7. When generating T4A reports such as the Summary Report, check the *T4 Only* box and set *Target Currency* to CD/CN

Step E: Edit 1099 tagging

Use the Posted Transaction Editor / Posted Items Editor (glfix) to correct missing or incorrect vendor 1099 tags.

1. Verify *State Worked* is entered – if not, field *9* will be greyed out and not editable
2. Add the appropriate 1099 code to each distribution line within the *9* column then click the Accept icon to save changes
   a. Note: if you need to split distribution lines and you don't have that ability, have your approver request "Full access to the Posted Transaction Editor" for you from PSL.Support@castandcrew.com, including the show name(s)
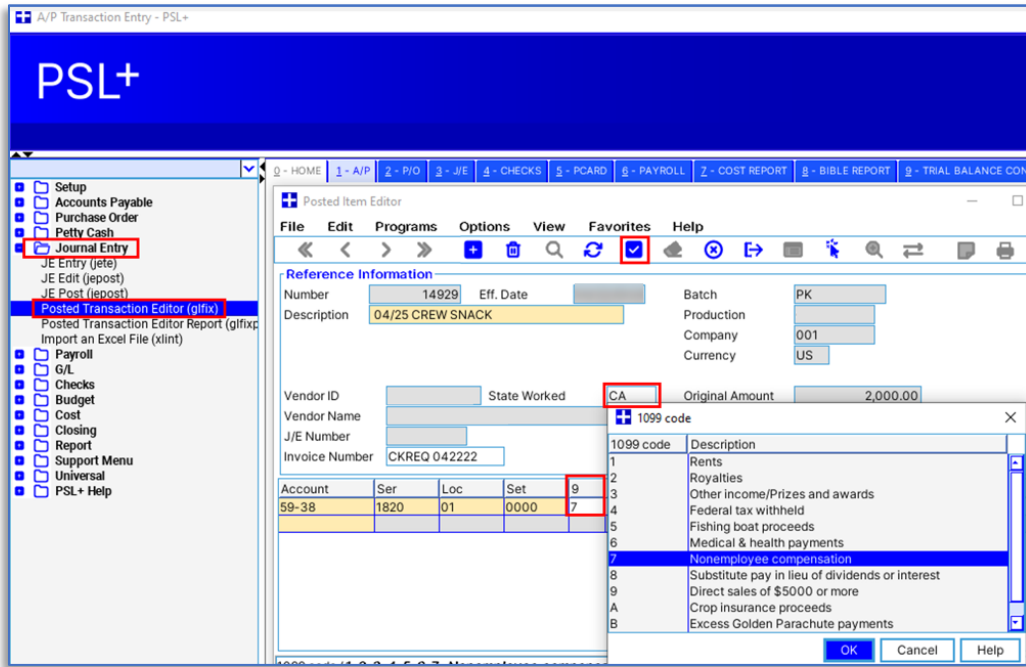
Additional T4A information

- Ensure you have the T4A indicator in the *9* (1099) field of all payments
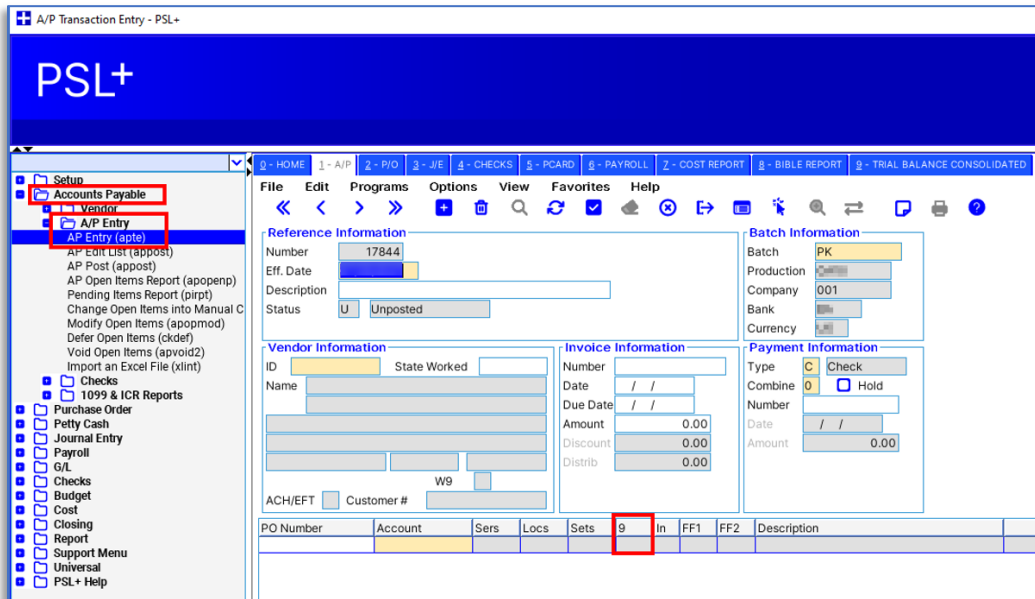
- If a T4A payee is missing "T" in the *9* field of an AP or other payment, PSL cannot generate the T4A reports and forms
- Email PSL.Support@castandcrew.com to request your tags are updated; send information to indicate what tags you used in Free Fields 1-4 to identify T4A payees in your database

Printing your 1099s

Step F: Test your printer alignment

- Note: PSL is compatible with certain printers using the Universal Print Driver, described here
- Note: If you will be using one of the options to print your 1099s / T4As "with form," you don't need to adjust printer alignment and **can skip to Step G: Troubleshooting printing**

1. Insert a 1099 form into the printer paper tray and note its orientation and direction in the tray

2. Open *Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report* (bd1099)
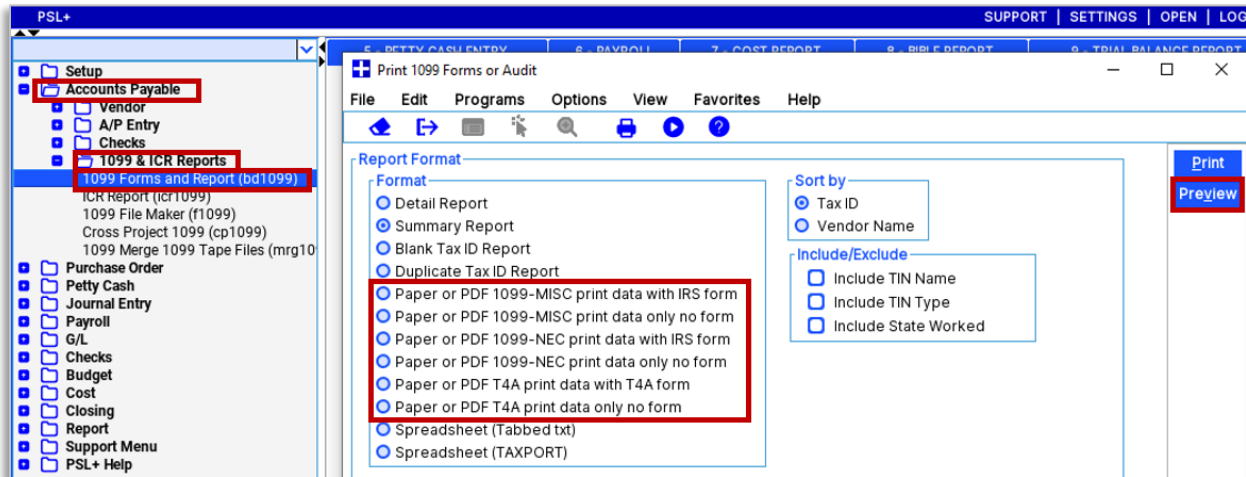
3. Select the appropriate *Paper or PDF* option and click *Preview*.
   a. If these *Paper or PDF* options are greyed out as shown below, you do not have permission: have your approver email PSL.Support@castandcrew.com to update your permissions, including the show name(s)
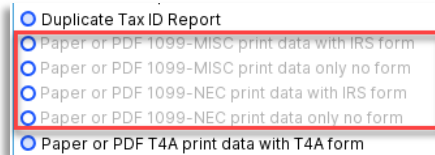
   b. Note: 1099 Copy A (meant to be mailed to the IRS) should *only* be printed on official, purchased forms which contain scannable ink and **you may receive an IRS penalty for not using the official, purchased form**; therefore, if you select to print "with IRS form" then printing Copy A will be greyed out, helping avoid an IRS penalty
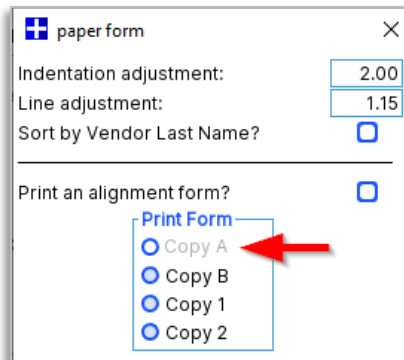
   c. Choosing "data only no form" will require the appropriate forms are loaded into your printer's paper feeder

   d. Choosing an option "with IRS form" will print the tax data with the most recent IRS 1099 form image included in the printout; if you choose this option you do not need to adjust your printer alignment and can now skip to Step G: Troubleshooting printing

4. Check *Print an alignment form* and select *Copy B* then click *OK* – this will print just 1 sample page to confirm it fits on the printed 1099 form
   a. Note: Any vendors with blank Tax ID numbers will print the Tax ID as "Unknown"
   b. State income isn't included on the 1099 form

5. **Optional**: print layout adjustment
   a. This dialog box has two fields, *Indentation adjustment* and *Line adjustment*, which allow you to move the printout location on the printed form if it doesn't match

   b. Experiment by adjusting the numbers and printing another alignment form - *Indentation adjustment* is distance from the side of the page, and *Line* is from the top; higher numbers are further away
   c. If text is aligned correctly inside boxes at the top of the printed form but not in boxes at the bottom, you likely have *print scaling* or *fit to page* turned on; see "Step G: Troubleshooting printing"

6. Adjusting printout
   a. If it printed upside down or the wrong side, change the orientation in the paper tray and repeat this process
   b. If the printout is misaligned to the form's boxes, see step 5 "Optional: print layout adjustment" above
   c. See "Step G: Troubleshooting printing" below for more printing help

Step G: Troubleshooting printing

If your printout is not matching the form, try the following:
1. Ensure your paper form in the printer (MISC or NEC) matches the type you're printing
2. Complete Step F: Test your printer alignment, above
3. Print directly from PSL instead of printing from a PDF
4. If printing a PDF, in your print dialog box select "print actual size" or "no scaling" or otherwise indicate to not change the scale of the printed page (actual wording varies between print drivers)
   a. If text is aligned correctly inside boxes at the top of the printed form but not in boxes at the bottom, you likely have *print scaling* or *fit to page* turned on in your print dialog box; it should be turned off

Step H: Print 1099 forms to paper or PDF

Before printing, determine:
- If you have vendors paid by multiple productions in separate PSL databases and need to merge this data to create your 1099s, skip forward to "Step I: Merging and printing data from multiple shows (optional)"
- If you are printing for a single show, follow the steps below

1. Open *Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report* (bd1099)
2. Select the form to print
3. Confirm other fields are correct: *Tax Year*, *Start* and *End Date*, *Company*, etc.
4. Click *Preview* to review the printout as a PDF first, or *Print* to send to your printer
5. Note: if *Use Federal Filing Limit* is selected (this is standard) then only 1099s of $600.00 or greater will be printed (as of current, the IRS Federal Filing Limit is $600; consult www.IRS.gov for more information)

6. Pick the form type
   - Copy A – This prints with an unmasked SSN/TIN and is meant to be mailed to the IRS (unless you are eFiling)
   - Note that Copy A should only be printed on official, purchased forms which contain scannable ink; the IRS may penalize you for not using the official, purchased form
   - Copy B is required to be sent to the recipient and Tax ID is masked
   - Copy 1 and Copy 2 are for your records or other use; if you have questions about filing them, please consult your tax professional

7. Send to your printer
   - Note: Printing one of the options "with IRS form" will only give you the option of creating a PDF file, which you can then print using your preferred PDF file program
   - If the printout is not aligned with the paper 1099 form, see Step F: Test your printer alignment, above

Additional T4A information

When printing T4A forms, ensure you set the *Target Currency* for Canadian (usually CA, CD, CN)

# Step I: Merging and printing data from multiple shows (optional)

You only need to merge vendor payment totals from multiple shows (multiple PSL databases) if you will be combining payment transactions (AP, PO, PC) for vendors from multiple shows and those payments came from the same production company / business entity as recognized by the IRS.

Example: RC Carpets was paid $2,000 each on 3 different shows from the same production company, so RC Carpets will need a single 1099 showing $6,000 paid by that production company.

- **If all payments to your 1099 recipients came from the same show (same PSL database,) <u>then you can skip this optional section</u> and proceed to "IRS eFiles" later in this document**
- If you need to merge vendor payments from multiple PSL shows to accurately reflect their total of payments, then follow the steps in this section
- Note: If you must open and log into different instances of PSL to see all the shows from a single production company, then follow the directions here: <u>1099-T4A Cross Project Merge Guide</u>

1. Open *Accounts Payable > 1099 & ICR Reports > Cross Project 1099* (cp1099) and ensure all yellow fields are filled in and all information is correct
2. Enter your *Transmitter Control Code* (also known as TCC)
   a. If you have engaged Cast & Crew to eFile with the IRS on your behalf, contact PSL1099@castandcrew.com for your TCC
   b. If you will be eFiling yourself, request your TCC from your company's tax professional
3. Click *Select Projects*
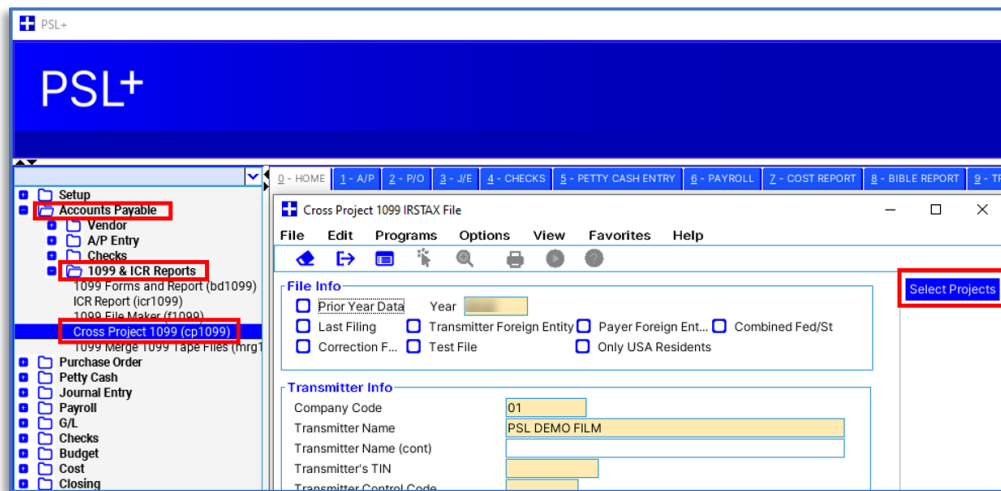
4. Click the *Include* box for any shows you want to include in the merge, then click *Collect Data*
   a. Note the *Company TaxId* would be the same for all merging shows
   b. Do not ignore any errors or warnings that pop up; resolve any issues that are displayed, before proceeding
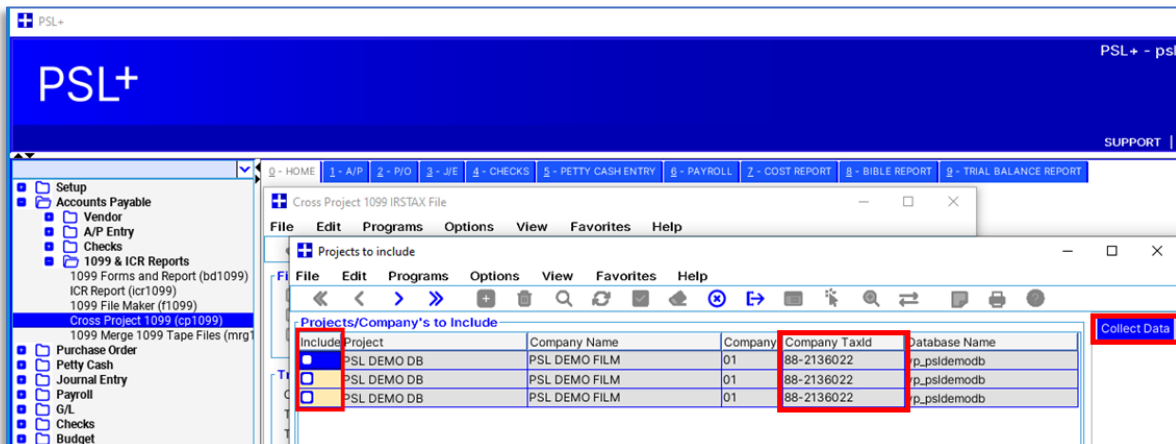
5. Select the desired Paper or PDF form and click *Generate*
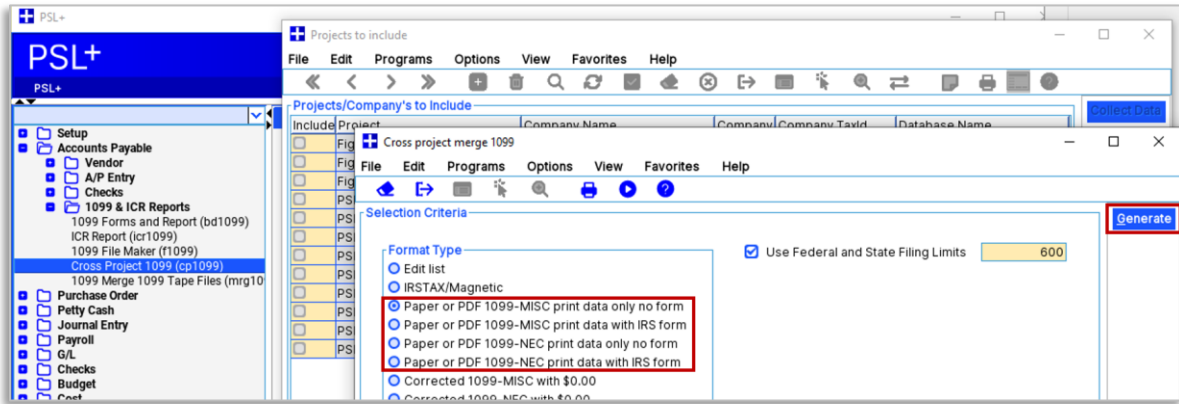
6. Review your vendor and payment data before printing 1099 forms: select *Edit list*, check the box to *Use Federal and State Filing Limits*, and click *Generate*; utilize the resulting report to correct vendor payment errors
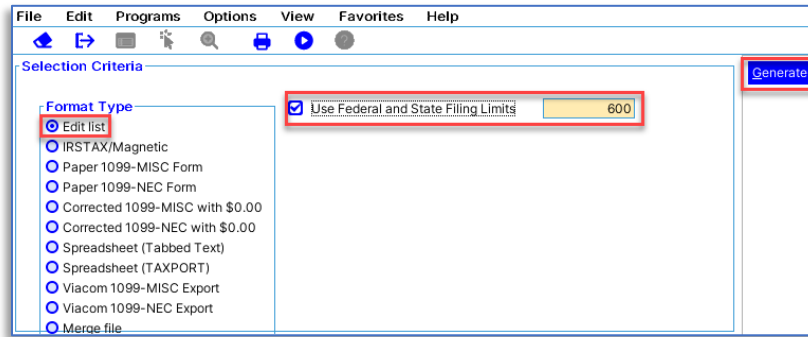

7. Pick the form type
   - Copy A for IRS, which includes the recipient's full Tax ID (this form is not needed if you're eFiling) – note that Copy A is required by the IRS to be printed on purchased forms due to the specialized ink on those forms
   - Copy B for Recipient (the vendor); this form masks the recipient's Tax ID
   - Copy C for Payee (your organization); this form masks the recipient's Tax ID
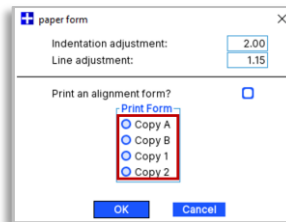
8. Print
   - You can also select a PDF printer if you want to create a PDF file instead of printing
   - If the printout is not aligned with the paper 1099 form see Step F: Test your printer alignment, below
   - See the Step G: Troubleshooting printing for more help with printing
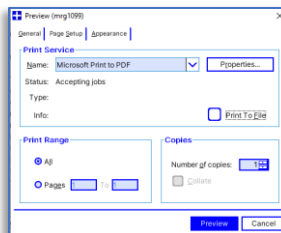
IRS eFiles

Creating an IRS eFile from a single show

Before creating your IRS eFile, first complete "Step A: Verify accuracy of company information" in this article, then:

- Determine if you are required to eFile by visiting www.IRS.gov
- Determine your Transmitter Control Code (TCC)
  - If you have engaged Cast & Crew to eFile with the IRS on your behalf, contact PSL1099@castandcrew.com for your TCC
  - If you will be eFiling yourself, request your TCC from your company's tax professional
- Determine if you need to merge data from multiple shows (multiple PSL databases) to create an accurate eFile
  - Merging multiple show payments is only needed if you will be combining payment transactions (AP, PO, PC) to individual vendors from multiple shows, and those payments came from the same production company / business entity as recognized by the IRS
  - Example: RC Carpets was paid $2,000 each on 3 different shows from the same production company, so RC Carpets will need a single 1099 showing $6,000 paid by that production company
  - If you need to merge multiple shows, skip ahead to "Creating an IRS eFile with merged data from multiple shows" in the next section

1. Open *Accounts Payable > 1099 & ICR Reports > 1099 File Maker* (f1099)
2. Select your *Company Code* and other sections will auto-fill
3. Complete fields that have not auto-filled, including your TCC in the *Transmitter Control Code* field
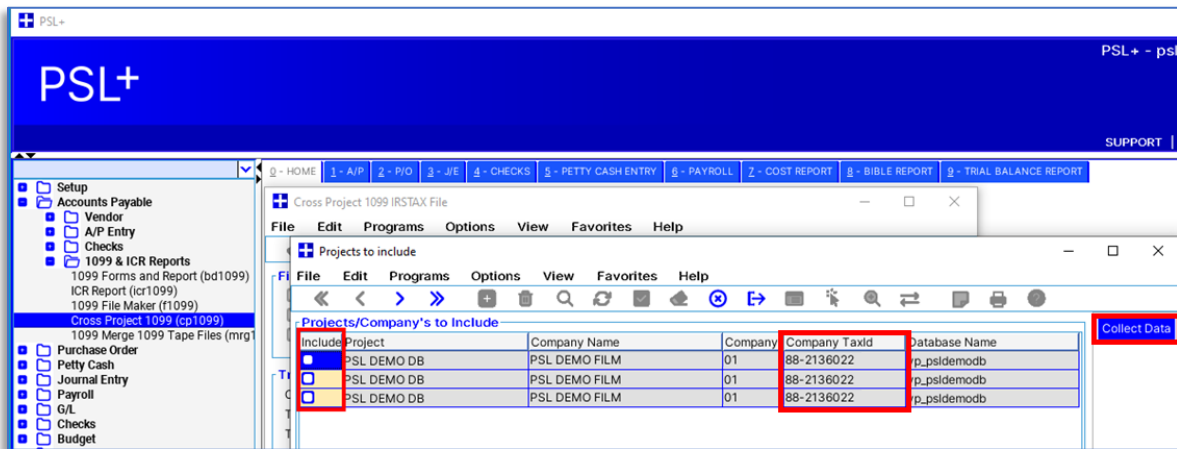4. Click *Create IRS File* and save to your desktop or other accessible location
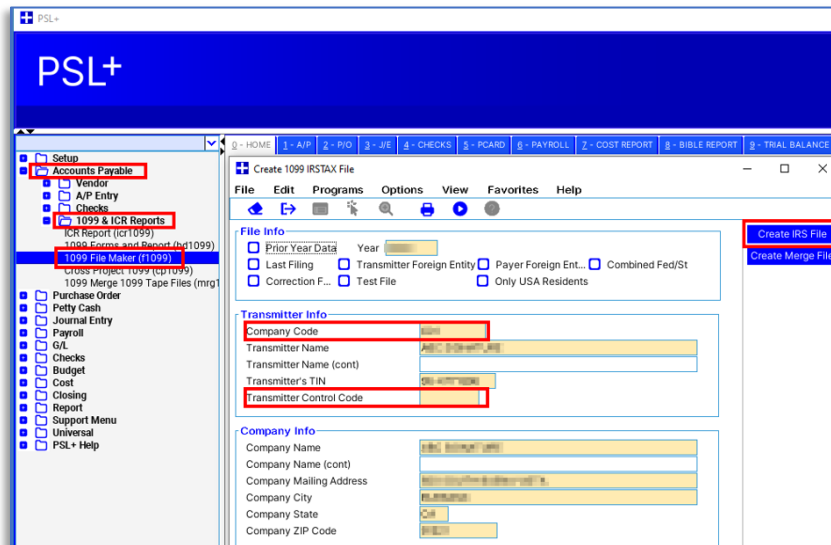
5. Submit your eFile:
   a. If you engaged Cast & Crew to eFile on your behalf, follow directions here: 1099 Print and eFile Services
   b. If your company is eFiling directly to the IRS, consult with your tax professional or for self-service follow the current directions provided by the IRS: www.IRS.gov

# Creating an IRS eFile with merged data from multiple shows

1. Open *Accounts Payable > 1099 & ICR Reports > Cross Project 1099* (cp1099) and ensure all information is correct as well as all yellow fields are filled in
2. Enter your *Transmitter Control Code* (TCC)
   a. If you have engaged Cast & Crew to eFile with the IRS on your behalf, contact PSL1099@castandcrew.com for your TCC
   b. If you will be eFiling yourself, request your TCC from your company's tax professional
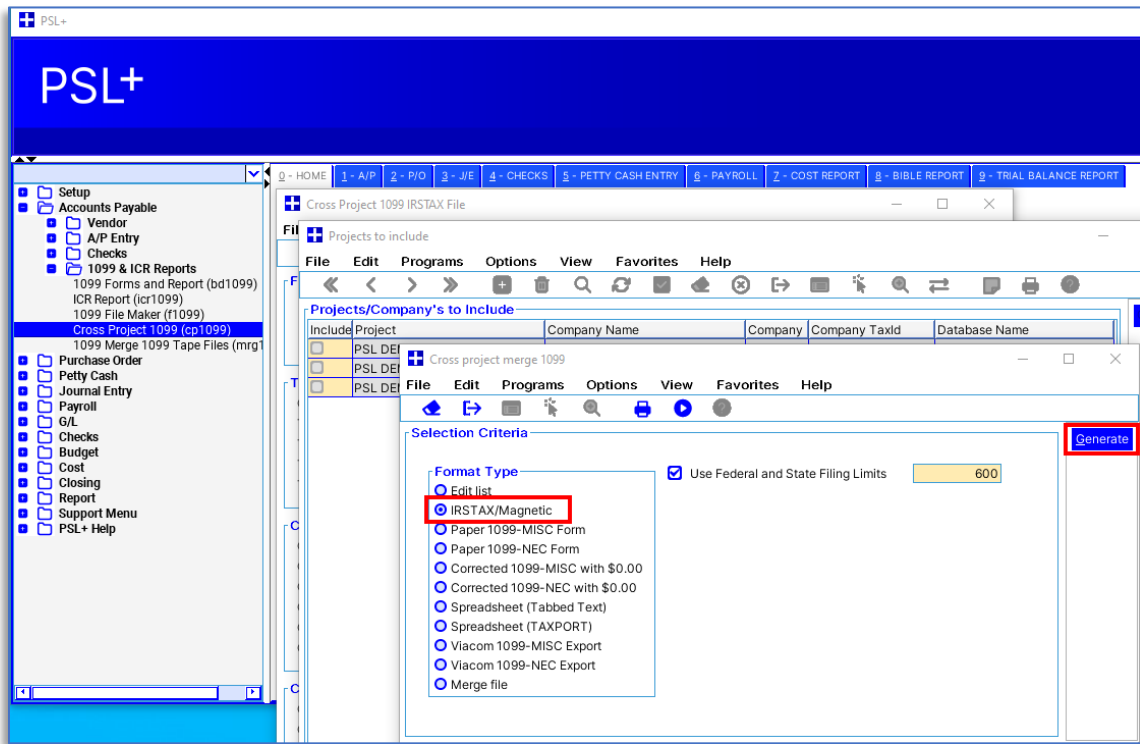3. Click *Select Projects*
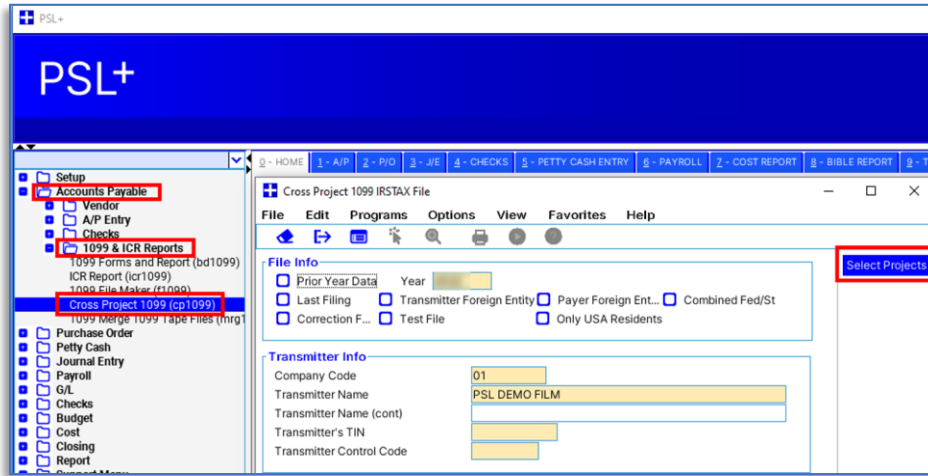
4. Click the *Include* box for any shows you want to include in the merge, then click *Collect Data*
   a. Note the *Company TaxId* would be the same for all merging shows
   b. Do not ignore any errors or warnings that pop up; resolve any issues that are displayed, before proceeding

5. Review your vendor and payment data before printing 1099 forms: select *Edit list*, check the box to *Use Federal and State Filing Limits*, click *Generate*, then look for errors and make adjustments to vendors or payments as needed
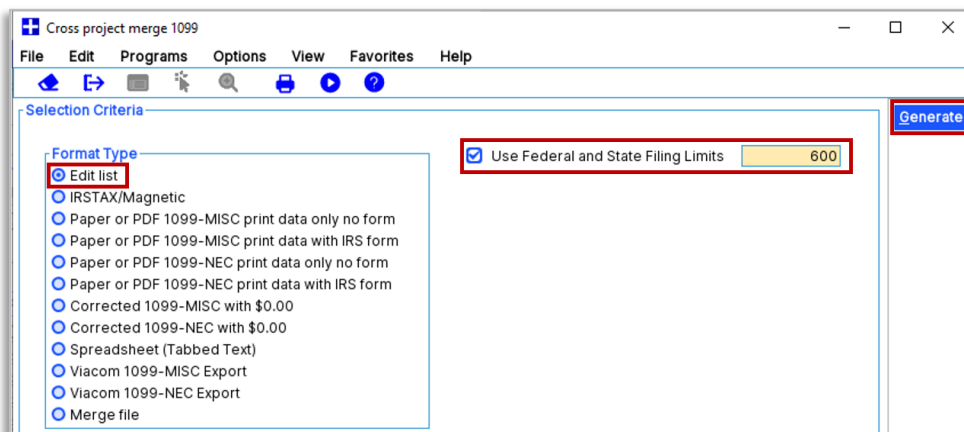
6. Select *IRSTAX/Magnetic*, click *Generate*, and save the file

7. Submit your eFile:
   a. If you engaged Cast & Crew to eFile on your behalf, follow directions here: 1099 Print and eFile Services
   b. If your company is eFiling directly to the IRS, consult with your tax professional or for self-service follow the current directions provided by the IRS: www.IRS.gov

End