

# 1099-T4A User Guide 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](http://www.irs.gov).

Update for Tax Year 2021 and later: Previously reported on Box 7 of the 1099-MISC, the new 1099-NEC will capture any payments to nonemployee service providers, such as independent contractors, freelancers, vendors, consultants, and other self-employed individuals (commonly referred to as 1099 workers.) For more information, see [www.irs.gov](http://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 D, E, and G. Text within this training referencing “1099” may also be true for T4As.

## Ensuring your team has access

1. Have everyone on your team who will be assisting in printing 1099 and T4A forms read this help article to ensure they have access to printing: [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** and locate the correct company to autofill the other fields
2. Verify or correct all information in the Company Entry window

The screenshot shows the PSL+ software interface. On the left, the 'Setup' menu is open, and 'Company Code (socomp)' is selected. The main window is titled 'Company Entry' and contains several sections of information, all of which are highlighted with red boxes:

- Company:** Includes fields for 'Code', 'Name', and 'Name on Reports'.
- Address:** Includes fields for 'Line 1', 'Line 2', 'Line 3', 'City', 'State', and 'Zip Code'.
- Tax Info:** Includes fields for 'Federal Tax ID' and 'State Tax ID'.
- Company Info:** Includes a 'Project ID' field and checkboxes for 'Uploadable' and 'Downloading'.
- Contact Info:** Includes fields for 'Contact Name', 'Phone Number', and 'Email Address'.

At the bottom of the window, there is a 'Company Code' field and a search bar labeled 'Enter search criteria, or add data'.

## Step B: Verify vendor 1099 information

Incorrect vendor 1099 information and tagging payments with a 1099 code are the most common barriers to successfully completing your 1099s.

1. Open **Accounts Payable > Vendor > Vendor Entry** 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

The screenshot shows the PSL+ Vendor Entry form. The TIN Information section is active, and the TIN type dropdown is open. The Work State field is highlighted. The TIN type dropdown shows the following options:

TIN type	Description
0	Not a 1099able Vendor
1	Sole proprietor EIN
2	Sole proprietor SSN
3	Corporation
4	Partnership
5	Other/Unknown

- d. The **1099** is not required but strongly recommended - options are available by clicking the field and pressing F2

The screenshot shows the PSL+ Vendor Entry form. The 1099 type dropdown is open. The 1099 type dropdown shows the following options:

1099 type	Description
1	Rents
2	Royalties
3	Other income/Prizes and awards
4	Federal tax withheld
5	Fishing boat proceeds
6	Medical & health payments
7	Nonemployee compensation
8	Substitute pay in lieu of dividends or interest
9	Direct sales of \$5000 or more
A	Crop insurance proceeds
B	Excess Golden Parachute payments
C	Proceeds paid to an attorney

- e. Notes about the **1099** field:
  - i. Selecting a 1099 type in this field will auto-tag all new payments to this vendor, so they will be calculated when you generate a 1099
  - ii. If you select a 1099 type *after* transactions have posted the 1099 type won't be retroactively applied; it will only be applied to new AP, PO, and PC transactions you create

## 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**, 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.

The screenshot displays the PSL+ software interface. On the left is a navigation tree with 'Accounts Payable' and 'AP Entry' highlighted. The main window shows the 'AP Entry' form with various tabs like 'Reference Information', 'Batch Information', 'Vendor Information', and 'Invoice Information'. The 'Vendor Information' tab is active, showing fields for 'ID', 'Name', 'State Worked', and 'CA'. A red box highlights the 'State Worked' and 'CA' fields. Another red box highlights the '9' column in the 'PO Number' table. A '1099 code' dialog box is open, showing a list of codes and descriptions, with '1 Rents' selected. The dialog box has 'OK', 'Cancel', and 'Help' buttons.

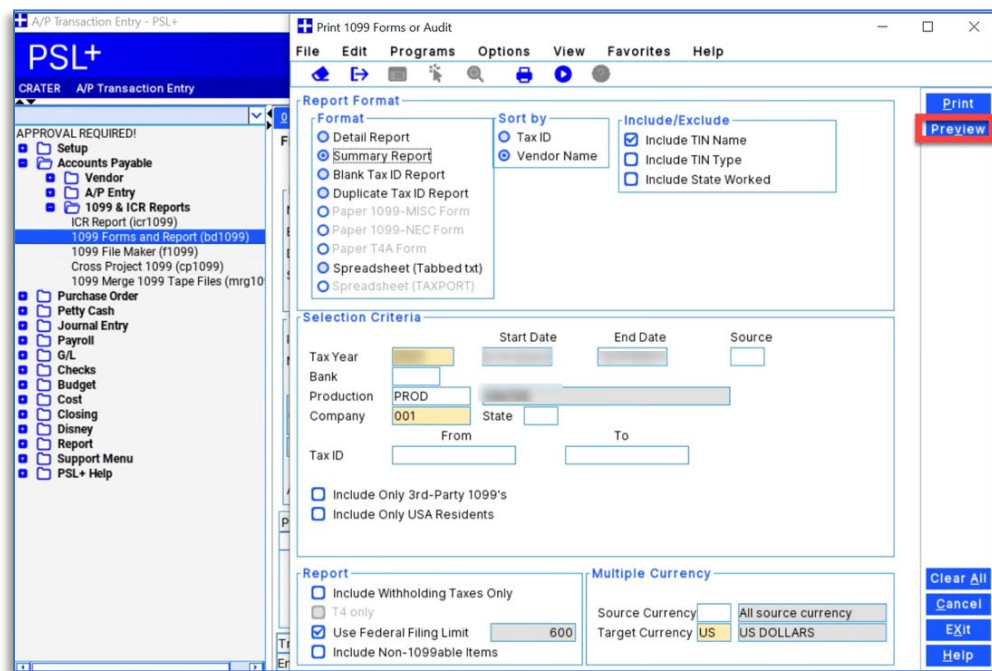
1099 code	Description
1	Rents
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4	Federal tax withheld
5	Fishing boat proceeds
6	Medical & health payments
7	Nonemployee compensation
8	Substitute pay in lieu of dividends or interest
9	Direct sales of \$5000 or more
A	Crop insurance proceeds
B	Excess Golden Parachute payments
C	Proceeds paid to an attorney

## Step D: Review 1099 Reports

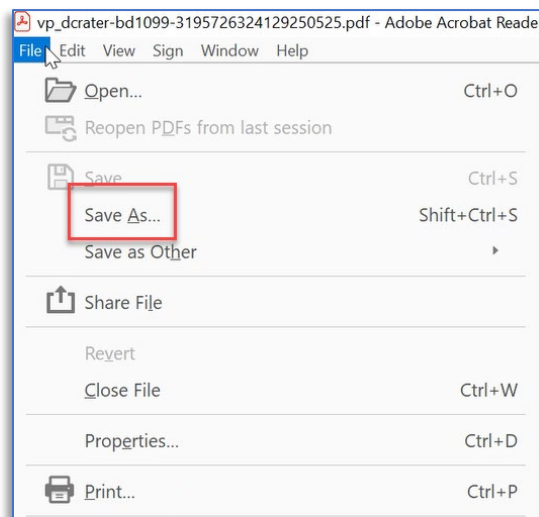
### How to review and download a summary report in PSL

Ensure all your 1099 vendors and their transactions are properly coded, so your 1099s will calculate correctly. The 1099 Forms and Report screen has several options to help confirm your data is accurate.

1. Open *Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report*
2. Click on *Summary Report*
  - a. Before clicking on print or preview, make sure your selection criteria are accurate.
  - b. All fields in yellow are required.
3. Enter *Tax Year*
4. Enter *Company*
  - a. If there are multiple companies within your project, please select the appropriate company.
5. Click *Preview*



- a. Review all data before saving the file in adobe
6. If all data is correct, click **File > Save As**



7. Title the file with ***“Show Name & Summary report”***

***Blank Tax ID*** shows any vendors without a Tax ID

***Duplicate Tax ID*** shows any vendors having the same Tax ID as other vendors in the system

***Include State Worked*** will add that information to your reports

***Bank*** allows you to filter by different banks used for the 1099-tagged payments

***Include Non-1099able Items*** adds all vendor payments not marked as 1099, to confirm accurate coding

Additional T4A information:

When generating T4A reports such as Summary, ensure you check the *T4 Only* box and *Target Currency* is set to CN

Step E: Edit 1099 tagging

Use the Posted Transaction Editor 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, request “Full access” to the Posted Transaction Editor from your approver who will send a request to PSL Support.

### Additional T4A information:

3. Ensure you have the T4A indicator in payments

PSL+ A/P Transaction Entry - PSL+

Setup

- Accounts Payable
- Vendor
- A/P Entry (selected)
- AP Entry (disabled)
- AP Post (apost)
- AP Open Items Report (apopen)
- Pending Items Report (pirt)
- Change Open Items into Manual C
- Modify Open Items (apomod)
- Defer Open Items (ckdef)
- Void Open Items (avoid2)
- Import an Excel File (xint)
- Checks
- 1099 & ICR Reports
- Purchase Order
- Petty Cash
- Journal Entry
- Payroll
- G/L
- Checks
- Budget
- Cost
- Closing
- Report
- Support Menu
- Universal
- PSL+ Help

File Edit Programs Options View Favorites Help

Reference Information

Number: 17844  
Eff. Date:   
Description:   
Status: U Unposted

Batch Information

Batch: PK  
Production:   
Company: 001  
Bank:   
Currency:

Vendor Information

ID:   
Name:   
State Worked:   
ACH/EFT:   
Customer #: W9

Invoice Information

Number:   
Date: / /   
Due Date: / /   
Amount: 0.00  
Discount: 0.00  
Distrib: 0.00

Payment Information

Type: C Check  
Combine: 0 Hold  
Number:   
Date: / /   
Amount: 0.00

PO Number	Account	Sers	Locs	Sets	9	In	FF1	FF2	Description

- a. If a T4A payee is missing “T” in the #9 field of an AP or other payment, PSL cannot generate the T4A reports and prints
- b. Email [PSL.Support@castandcrew.com](mailto: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



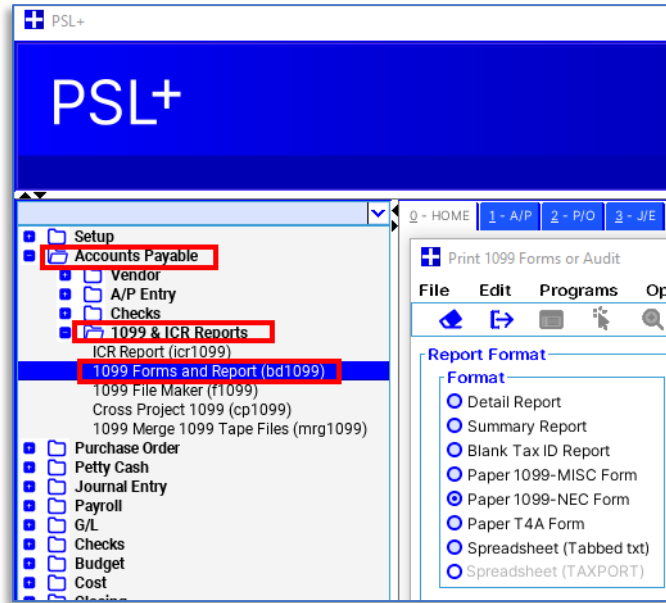
# Printing your 1099s

## Step F: Test your printer alignment

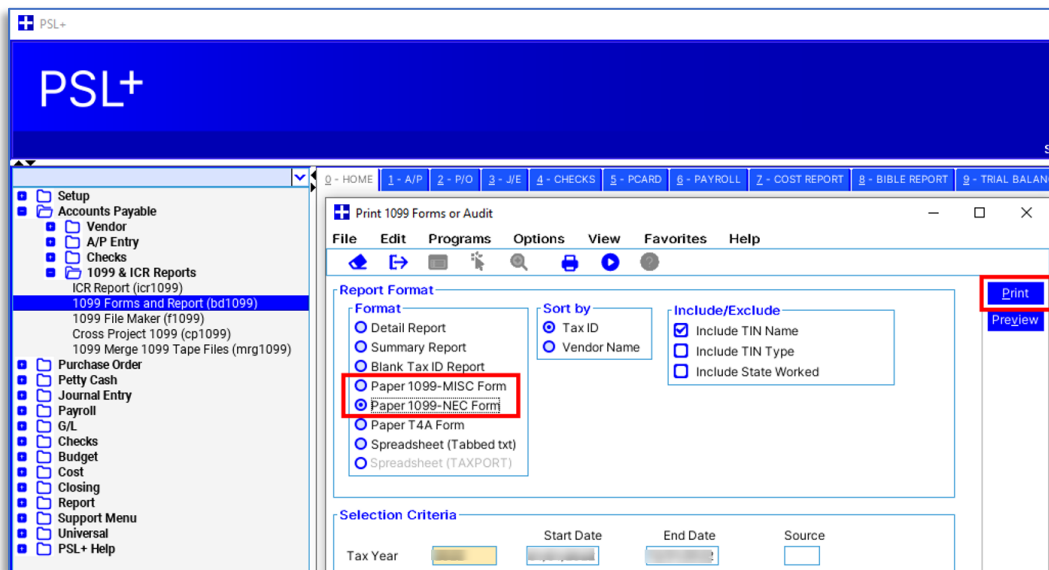
Test your printer alignment to ensure your printout matches the physical 1099 form. Important notes:

- PSL is compatible with certain printers using the [Universal Print Driver, described here](#).

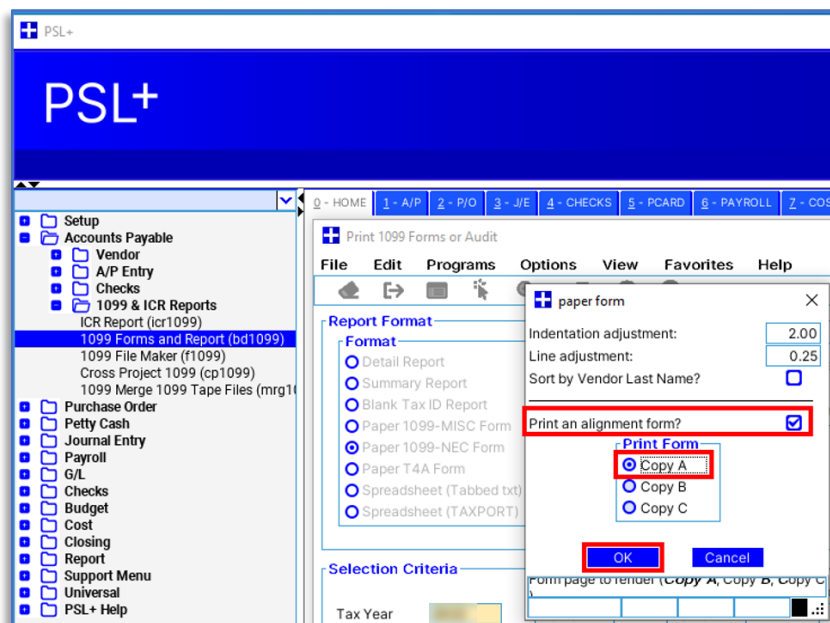
1. Insert a 1099 form into the printer and note its orientation and direction in the tray
2. Open *Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report*



3. Select either *Paper 1099-NEC form* or *Paper 1099-MISC Form* and click *Print*
  - a. If these options are greyed out, you do not have permissions to print. Please have your approver request to update your permissions.

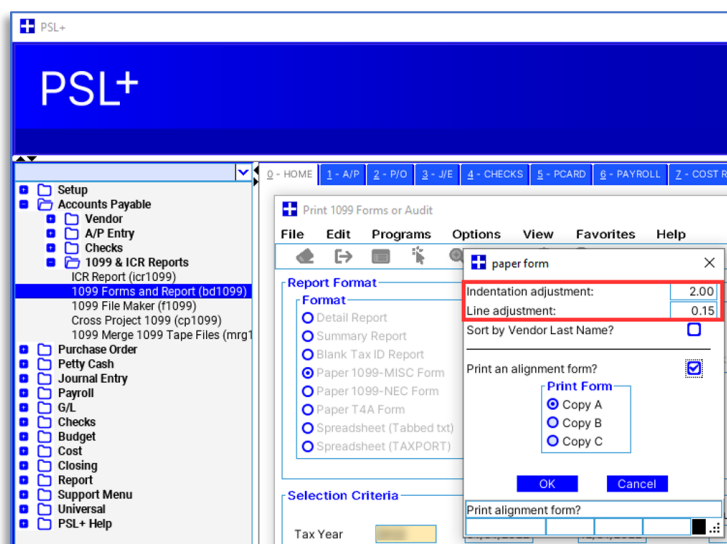


4. Check **Print an alignment form** and select **Copy A** then click **OK** – this will print just 1 sample page to confirm it fits on the printed 1099 form
  - a. Notes: “Unknown” will show on every document in place of a blank Tax ID number
  - b. State income isn’t included on the 1099 form



#### 4.1 Optional: print layout adjustment

- c. 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



- d. 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
- e. **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 section “H: Troubleshooting printing”

#### 5. 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 4.1 “Optional: print layout adjustment” above
- c. See section “H: Troubleshooting printing” in this document for more printing help

## Step G: Print paper or PDF 1099 forms

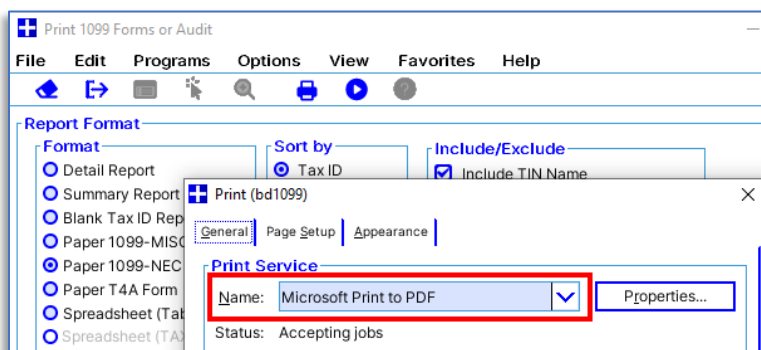
Before printing, determine:

- If you are printing for a single show, skip to #1 below
- If you have multiple productions in separate PSL databases and need to merge data to create your 1099s, follow the directions here: [Cross Project Merge 1099 / T4A](#)

1. Open **Accounts Payable > 1099 & ICR Reports > 1099 Forms and Report**
2. Select either **Paper 1099-NEC Form** or **Paper 1099-MISC Form** and confirm other fields are correct
3. Click **Preview** to review the printout as a PDF first, or **Print** to send to your printer
4. 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](http://www.IRS.gov) for more information)

5. 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)
  - 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

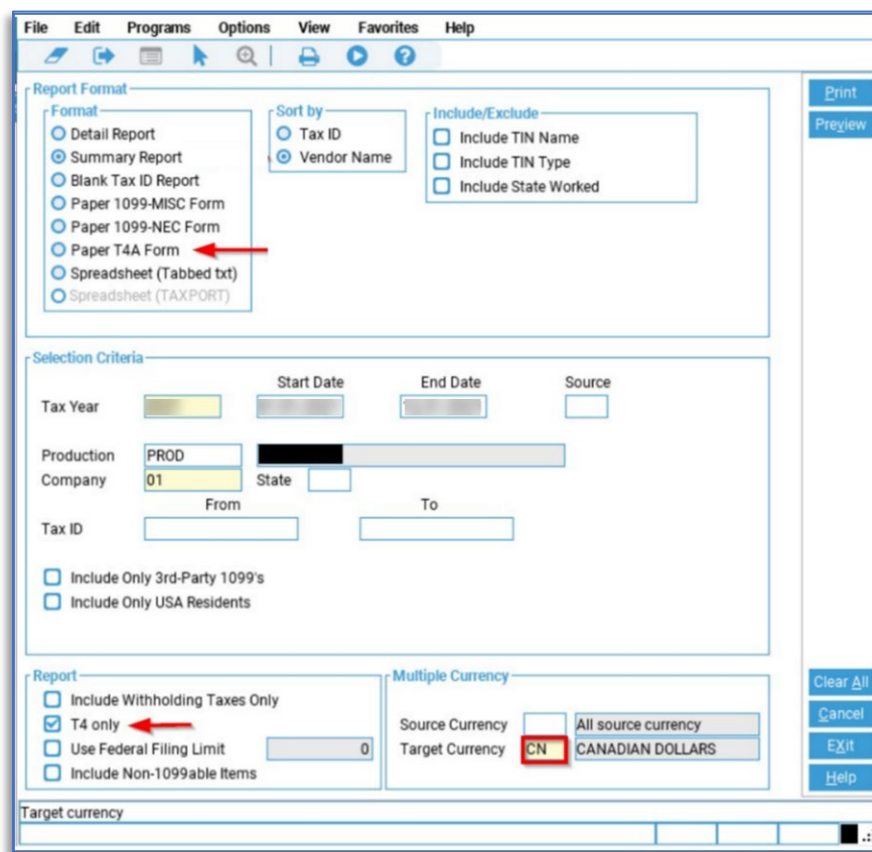
6. Send to your printer
  - a. If the printout is not aligned with the paper 1099 form see **Step F: Test your printer alignment**, above
  - b. You can also select a PDF printer if you want to create a PDF file instead of printing



- c. Highly recommended that you include the form type within the file name (i.e., “ - NEC Copy B”)

*Additional T4A information:*

When printing T4A forms, ensure you check the ***T4 Only*** box and ***Target Currency*** is set to CN



## Step H: Troubleshooting printing

If your printout is not matching the form, try the following:

1. Ensure your form (1099-MISC or 1099-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

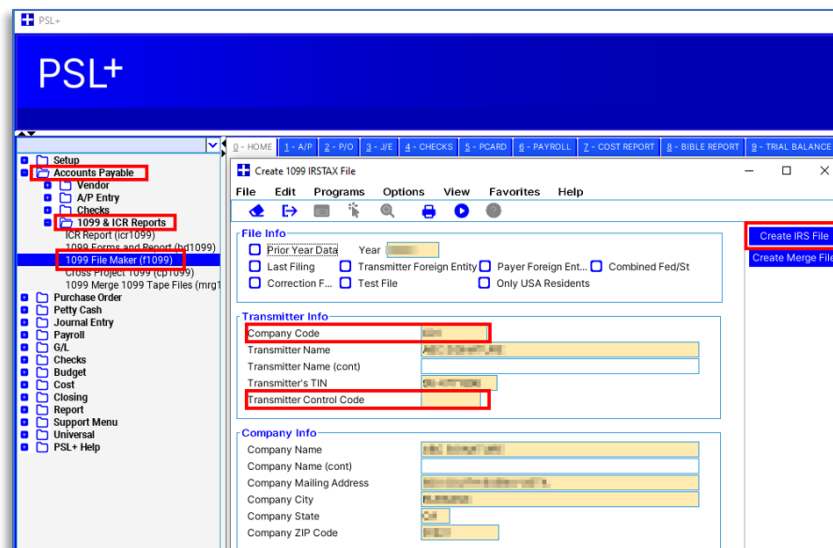
# IRS eFiles

## Creating an IRS eFile

Before creating your IRS eFile, first complete Step A (Verify accuracy of company information,) then:

- Determine if you are required to eFile by visiting <https://www.irs.gov/>
- If you have engaged Cast & Crew to eFile with the IRS on your behalf, contact [PSL1099@castandcrew.com](mailto:PSL1099@castandcrew.com) for your TCC (Transmitter Control Code)
- If you will be eFiling yourself, locate your TCC from your company's tax professional

1. Open *Accounts Payable > 1099 & ICR Reports > 1099 File Maker*
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 with the IRS on your behalf, review the directions at [1099 Print and eFile Services](#) or contact [PSL1099@castandcrew.com](mailto:PSL1099@castandcrew.com) and ask for instructions
  - b. If your company is eFiling directly to the IRS via their FIRE system, see the next section below

## eFiling directly with the IRS

The IRS uses the FIRE system (Filing Information Returns Electronically) for accepting eFiles, including 1099 reports.

Here are some important tips for eFiling with the IRS:

- Determine if you are required to eFile with the IRS: <https://www.irs.gov/>
- Ask your company's tax professional for your TCC (Transmitter Control Code); if your company does not have a TCC yet, follow the directions for applying for a TCC from the IRS: <https://www.irs.gov/>

**End**