1099 Form Printing: How to Fill Out and Print 1099 MISC Forms for Contractors and IRS

Step by step guide on how prepare and print 1099 MISC form for contractors and vendors.

As business owner, if you hire contractors, you need to furnish each contractor a completed Form 1099 by Jan 31. You also need file 1099-misc Copy A of all paper Forms 1099 with Form 1096, Annual Summary and Transmittal of U.S. Information Returns, with the IRS by Feb 28.

ezW2 can print 1099 misc forms Copy 1, 2, B, C on white paper. IRS does not certify the substitute forms right now. You need to print 1099-misc copy A and 1096 on the red-ink forms.

Here are the steps:

Step 1: Start ezW2, 1099-misc and W2 software.

---

ezW2 software can prepare, print and efile forms W2, W3, 1096-misc and 1099.

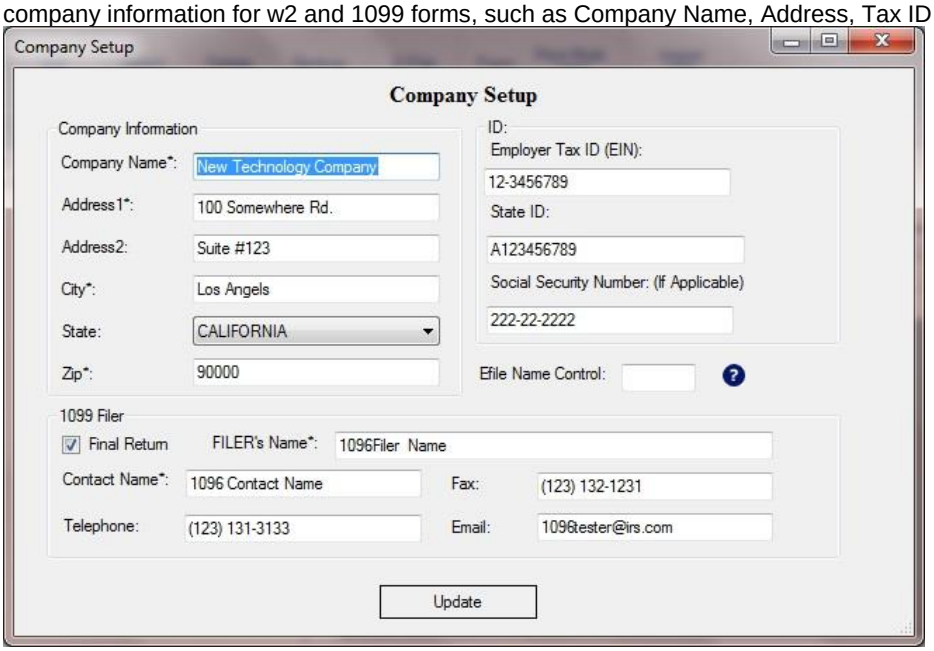
If you do not have ezW2 software installed, you can download the trial version for free from halfpricesoft.com. No registration needed and no obligation. You can follow the step by step online instructions to finish the installation in minutes

This W2 1099 software is compatible with Windows 8 system, 32-bit or 64-bit. It can run on Windows 7, XP, Me, 2003 and Vista system too.

Download Now Buy Now

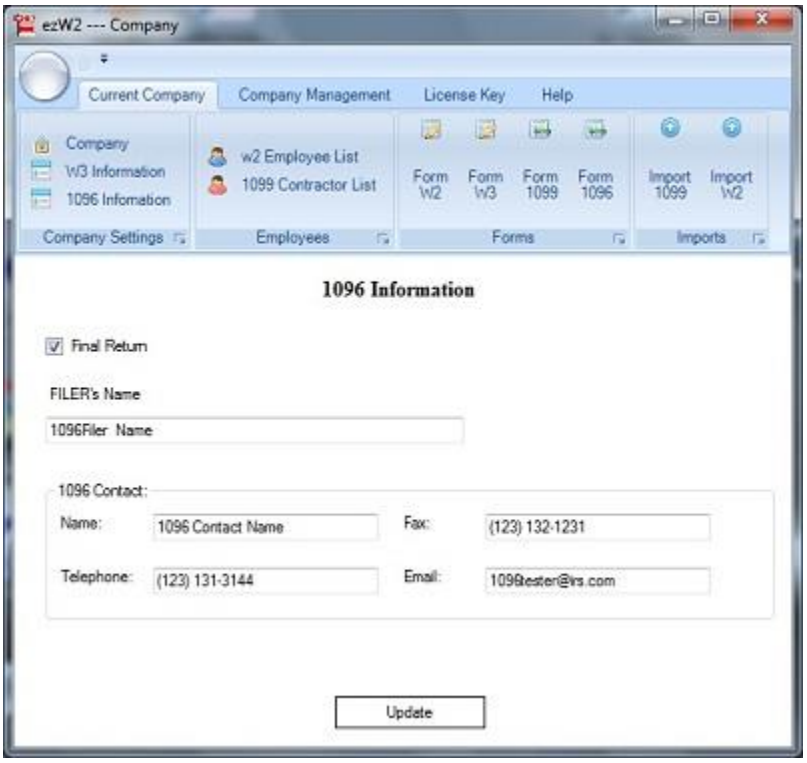
Step 2: Set up company information for 1099 reporting

You can access this screen by clicking the top menu “Current Company->Company”. You need to enter the general company information for w2 and 1099 forms, such as Company Name, Address, Tax ID and others.



Step 3: Set up 1096 information

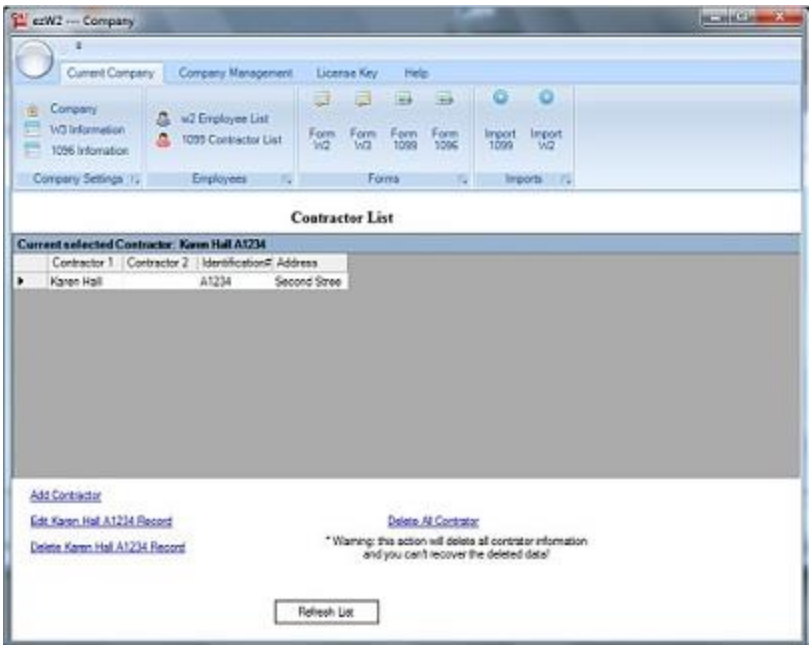
You can access this screen by clicking the top menu “Current Company->1096 information”. These information will be displayed on both forms 1099-misc and 1096



Step 4: Add 1099 Recipient(s)

You can access contractor list by clicking the top menu “Current Company->1099 Contractor list”. You can add a new employee or edit or delete an existing one easily by clicking the link on this form.

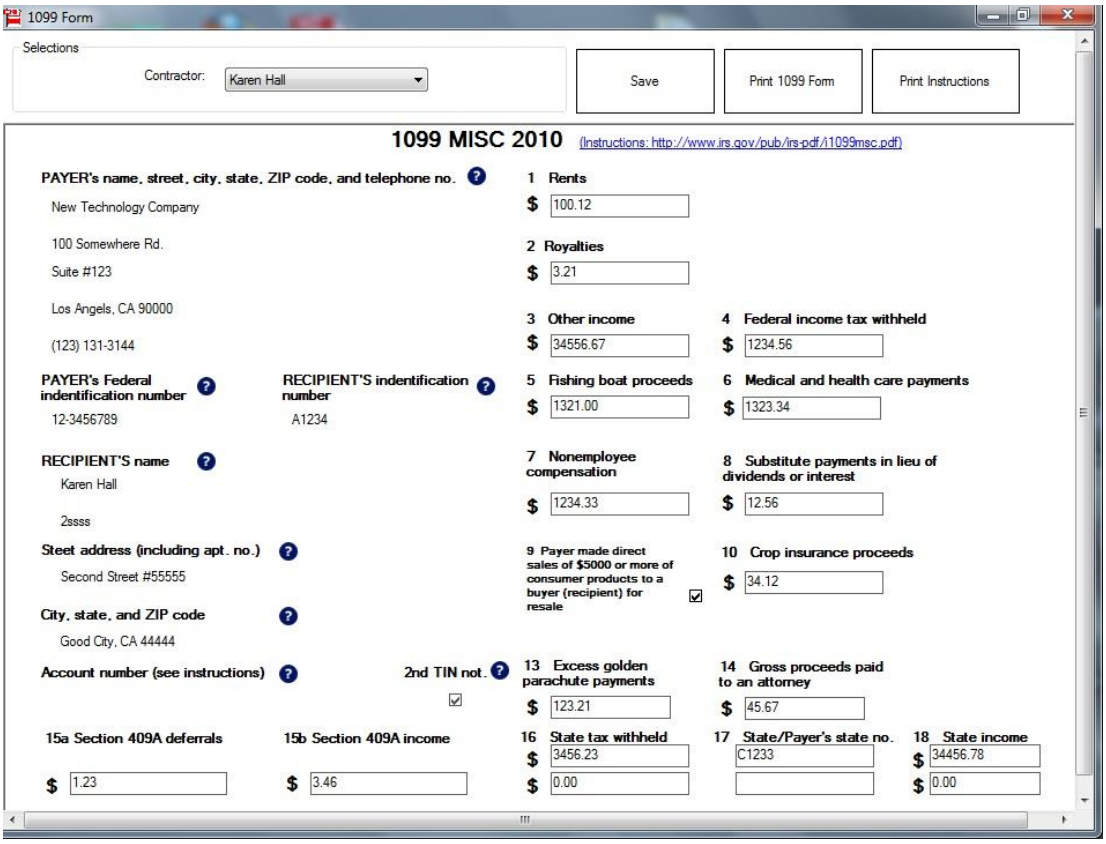
You can also import contractor information quickly by using 1099 import form. You can access this import form by clicking the top menu “Current Company->Import 1099”.

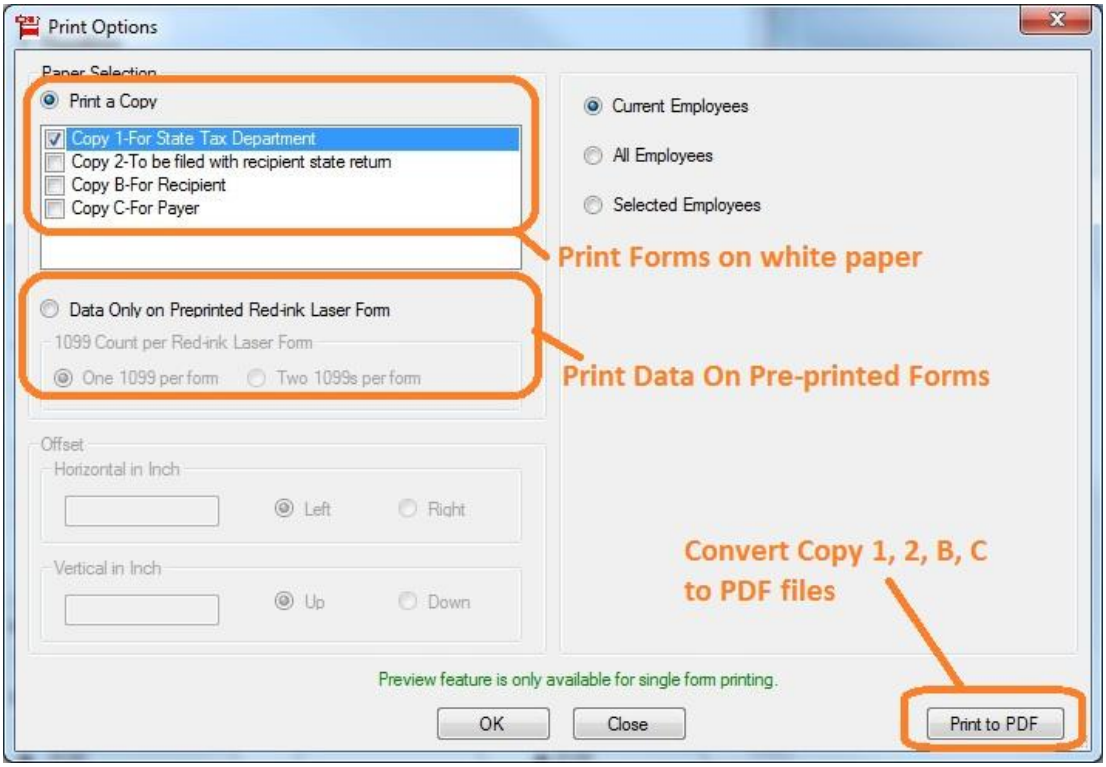


Step 5: Fill out 1099-misc information and Print Forms

You can access this 1099 editing screen by clicking the top menu “Current Company->Form 1099”.
- The payer information will be filled automatically.

- Once you select the contractor from the contractor list, the recipient information will be filled automatically.
- Fill in the boxes on the 1099 Form.
- Click the Question icon or the instructions link to get help.
- Click the 'save' button to save the 1099 information.
- Click the 'Print 1099 Forms' button to print the different 1099 Copies for this recipient. ezW2 can print forms 1099-misc copy A, B, C, 1 and 2
- Click the 'Print Instructions' button to print 1099 instructions.


1099 Form
Selections
Contractor: Karen Hall
Save
Print 1099 Form
Print Instructions
1099 MISC 2010
(Instructions: http://www.irs.gov/pub/irs-pdf/i1099msc.pdf)
PAYER's name, street, city, state, ZIP code, and telephone no.
New Technology Company
100 Somewhere Rd.
Suite #123
Los Angels, CA 90000
(123) 131-3144
1 Rents $ 100.12
2 Royalties $ 3.21
3 Other income $ 34556.67
4 Federal income tax withheld $ 1234.56
PAYER's Federal indentification number
12-3456789
RECIPIENT'S indentification number
A1234
5 Fishing boat proceeds $ 1321.00
6 Medical and health care payments $ 1323.34
RECIPIENT'S name
Karen Hall
2ssss
7 Nonemployee compensation $ 1234.33
8 Substitute payments in lieu of dividends or interest $ 12.56
Steet address (including apt. no.)
Second Street #55555
9 Payer made direct sales of $5000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $ 34.12
City, state, and ZIP code
Good City, CA 44444
Account number (see instructions)
2nd TIN not.
13 Excess golden parachute payments $ 123.21
14 Gross proceeds paid to an attorney $ 45.67
15a Section 409A deferrals $ 1.23
15b Section 409A income $ 3.46
16 State tax withheld $ 3456.23 $ 0.00
17 State/Payer's state no. C1233
18 State income $ 34456.78 $ 0.00


Print Options
Paper Selection
Print a Copy
Copy 1-For State Tax Department
Copy 2-To be filed with recipient state return
Copy B-For Recipient
Copy C-For Payer
Current Employees
All Employees
Selected Employees
Print Forms on white paper
Data Only on Preprinted Red-ink Laser Form
1099 Count per Red-ink Laser Form
One 1099 per form
Two 1099s per form
Print Data On Pre-printed Forms
Offset
Horizontal in Inch
Left
Right
Vertical in Inch
Up
Down
Convert Copy 1, 2, B, C to PDF files
Preview feature is only available for single form printing.
OK
Close
Print to PDF

Note

1. Form 1096 will be generate automatically based on form 1099 information

2. ezW2 allows user to set up unlimited companies with one flat rate. So if you have multiple companies or you are an accountant, you can add new company by clicking top menu “Company Management->New company”

Related Links

- How can I roll forward my ezW2 2012 data to ezW2 2013?
- W2 and 1099 Forms Filing Deadline

W2 W3

- How to fill out and print Form W2
- How to print Form W2 W3 on White Paper
- How to Print Multiple Copies on the same page for employee
- How to Print W-2 Data on Red Forms
- How to convert W2's into PDF format files
- How to eFile W2 W3 Forms

1099-misc, 1096

- How to fill out and print Form 1099-misc
- How to eFile 1099-misc Forms
- How to Print 1099-misc Forms on Red Forms
- How to Convert 1099-misc Forms into PDF file