

1099 Procedures

- 1) First Year Site 1099 Instructions
- 2) Run Form 1099 Detailed Transactions Report
- 3) Run Other Vendor Review List for 1099
- 4) Corrections to 1099 transaction data
- 5) Printing 1099 Forms
- 6) 1099 Electronic Filing Procedures

Please review these procedures before beginning the process.

1) First Year Site 1099 Instructions

If the cutover to *WinCap* A/P is done on any date other than January 1, enter into *WinCap* those cash disbursements made to 1099 eligible vendors through a previous accounting system in that calendar year prior to *WinCap* cut over. There are two ways to do this:

a) Update multiple vendors via import.

If a first year site has a considerable number of 1099 eligible vendors with 1099 payments made in the same calendar year as the *WinCap* cutover, these pre-*WinCap* payments may be entered on the *WinCap* generated Prior 1099 Amounts template (*File/ Administration/ Import Files/ Create Import XLS Template/ Prior 1099 Amounts*). This import is for first year *WinCap* users only.

This template is already formatted to meet the specifications and requirements of the *WinCap* Vendor file where this information is maintained. **You must follow the format and data entry guidelines of the template and these notes or the import routine will not work.** The spreadsheet is divided into three (3) columns: Vendor, Tax-ID# and Amount. **All three columns are required.** Please pay special attention to the following guidelines for these columns:

Vendor: In order to import a vendor correctly, **the vendor must be in *WinCap* and marked as a 1099 vendor prior to importing the file.** In addition, the vendor # **must be the same** 6-digit code found in *WinCap*.

Tax-ID #: Must be in the correct **format** for either a Social Security Number (NNN-NN-NNNN) or Employer Identification Number (NN-NNNNNNN). The Tax ID # does not have to be in *WinCap* prior to the import; it does have to be in the import file and will be added by the import process.

Amount: Utilizes up to 2 decimal places (i.e. \$100.57).

The 1099_Import spreadsheet must be saved in one of the following formats:

Microsoft Excel 5.0/95 ® Workbook (*.xls)

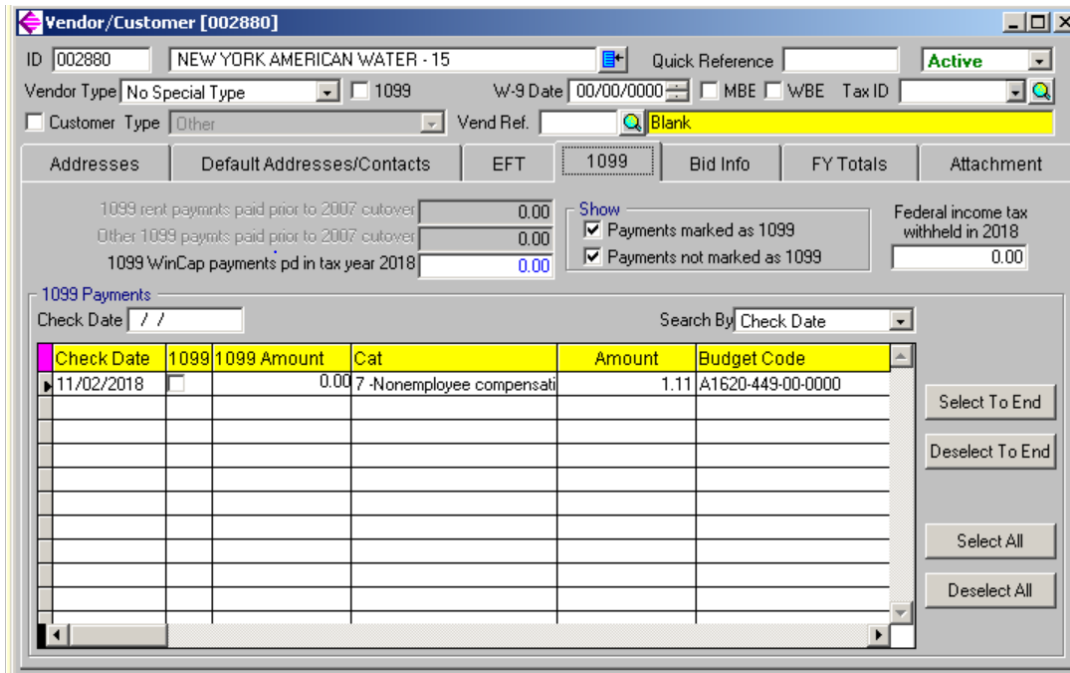
Microsoft Excel 97& 5.0/95 ® Workbook (*.xls)

This template can then be imported into *WinCap* using the 1099 Import Routine (*File/ Administration/ Import Files/ Accounts Payable/ Import Prior 1099 Amounts*). Once the import routine has been successfully executed, the imported 1099 payment amounts will be found on the 1099 tab in Vendor Maintenance (*Manage/ Accounts Payable/ Vendor/ Customer*) in the “Other 1099 Payments Paid Prior to Cut over” field.

Please note that all prior 1099 amounts imported have been imported as non-employee compensation (Box 7 on the 1099), except for Attorney, Medical, and Employee type vendors. If an attorney’s prior 1099 amounts are not Gross Proceed, change the vendor type to No Special Type in Vendor Maintenance and the amount will be moved to non-employee compensation. If all or some of the imported amount should be reported as rent on Form 1099, the prior amounts must be reallocated on the 1099 tab in Vendor Maintenance. To do this, modify and enter the amount for rent and change other to balance.

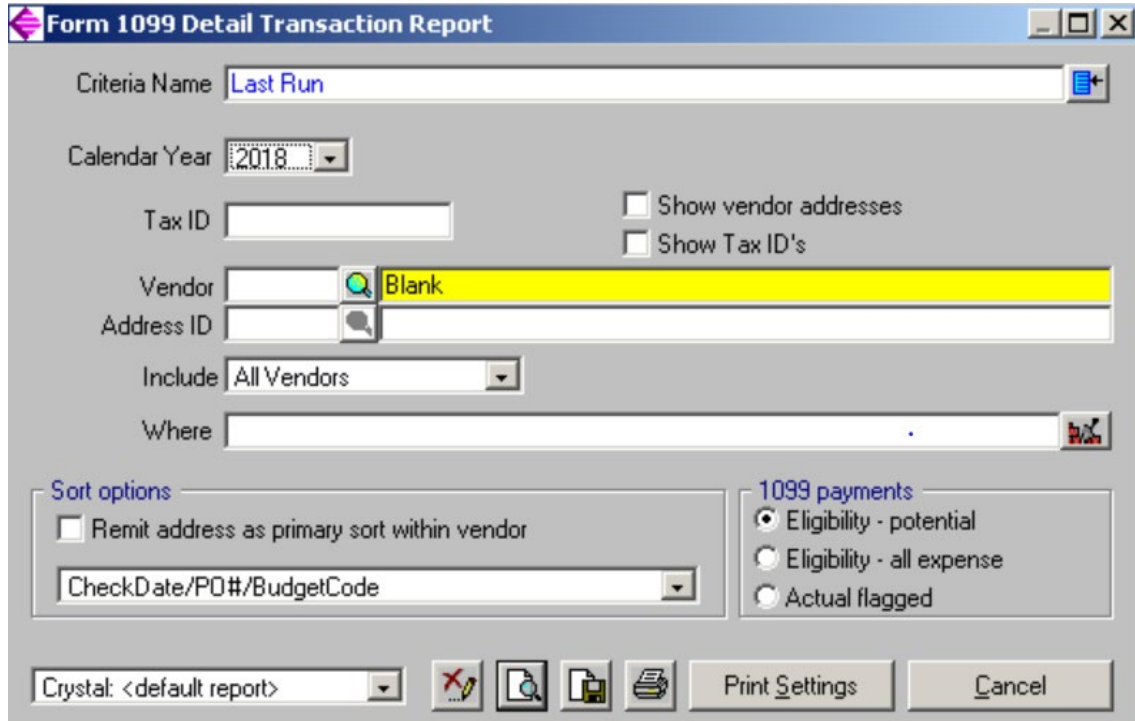
b) Update each vendor individually.

This option can be used if a district does not have a significant number of prior 1099 payments. In Vendor Maintenance (*Manage/ Accounts Payable/ Vendor/ Customer*) go to the 1099 tab. Go into Modify mode and fill in the “1099 rent payments paid prior to 20XX cutover” and/ or “Other 1099 payments paid prior to 20XX cutover,” as shown below.



2) Run Form 1099 Detailed Transactions Report

The Form 1099 Detailed Transactions Report (*Reports/ Accounts Payable/ Form 1099 Detailed Transactions*) should be utilized to check and/or verify vendors and transactions for 1099 Eligibility.



The report has several options and includes a “where clause” field for more refined reporting. The option “Eligibility-potential” will provide a list by vendor for all payments that might be eligible for 1099 reporting, based on the following information in *WinCap*:

- a) Payment transactions that have already been flagged in *WinCap* as 1099 expenses.
- b) Transactions for vendors where the 1099 box in Vendor Maintenance (*Manage/ Accounts Payable/ Vendor/ Customer*) has been checked, whether or not the transactions have been flagged as 1099 payments on the 1099 screen of Vendor Maintenance.
- c) G/L Accounts 522 and 600 expenses for object codes that have been designated as 1099 eligible expense categories.

The option “Eligibility – all expense” shows all expenses paid to 1099 vendors rather than just those in categories defined for 1099 usage.

The option “Actual flagged” shows all of the 1099’s that have actually been flagged to print. This means that the vendor is flagged as a 1099 vendor, as well as the object codes and payments made.

Errors and Warning Messages

Errors or warning messages are also provided at the transaction level to help assure that 1099 data is reported properly. If an error message appears that is not clear, contact Accounting Support for assistance. Warning messages are for informational purposes only, and do not require action, unless the assumed action described for that item is considered incorrect.

Tax ID Issues

Errors for **missing Tax ID Numbers** (TIN's) and for TIN's that are not in a **correct format** for either a Social Security Number (NNN-NN-NNNN) or Employer Identification Number (NN-NNNNNNN) will be flagged.

If more than one vendor with potentially eligible 1099 expenses has the same TIN, this will also be noted. Since *WinCap* allows for a single vendor to have multiple addresses, the system will report all 1099 eligible expenses for a single TIN under a single vendor record. ***WinCap's Vendor Maintenance routines will not allow duplicate TIN's to be entered.*** Since the old vendor files (which were converted at cut over to *WinCap*) may have had multiple vendors with the same TIN, duplicates may actually exist. To correct any such problems identified, reassign each of the duplicate vendor records to the one that will serve as the true vendor record. If this error is not resolved, a separate Form 1099 will be generated for each of the vendor records with that TIN that exceeds the threshold amount (\$600). If payments for any single vendor do not exceed the threshold, a 1099 will not be produced for that TIN. A quick way to identify all vendor records for a specific TIN, without having to search through the entire eligibility report, is to run the Form 1099 Detail Transaction (*Reports/Accounts Payable/Form 1099 Detail Transaction*) for that specific TIN.

State Abbreviations

An error message is also displayed if the state designated in the vendor's address does not contain a valid 2-character state abbreviation for US addresses. Vendor Maintenance validates the 2-character state abbreviation when vendor information is added or modified in *WinCap*, but previously imported data might include invalid abbreviations.

3) Run Other Vendor Review List for 1099

The Other Vendor Review List for a 1099 report (*Reports/Accounts Payable/Other Vendor Review List for 1099*) may be utilized to identify those vendors not marked as 1099 eligible paid from 1099 reportable object codes. If a vendor appearing on this list should be designated as a 1099 vendor, the designation should be made within vendor maintenance and the 1099 eligible payments should be selected on the 1099 tab for that vendor.

4) Corrections to 1099 transaction data

Within Vendor Maintenance, (*Manage/Accounts Payable/Vendors/Customers*) there are four vendor type options available: No Special Type, Attorney, Medical and Employee/ Former EE.

Vendor/Customer [Modify 003662]

ID: 003662 2485 GRAND FOOD LLC Quick Reference Active

Vendor Type: **No Special Type** 1099 W-9 Date: 08/15/2016 MBE WBE Tax ID: XXXXXXXXXX

Customer: **No Special Type** Vend Ref.: Blank

Address: s/Contacts EFT 1099 Bid Info FY Totals Attachment

1099 Payments Summary:

- 1099 cutover: 0.00
- Other 1099 payments paid prior to 2007 cutover: 0.00
- 1099 WinCap payments pd in tax year 2018: 0.00

Show:

- Payments marked as 1099
- Payments not marked as 1099

Federal income tax withheld in 2018: 0.00

1099 Payments Table:

Check Date	1099	1099 Amount	Cat	Amount	Budget Code
03/07/2018	<input type="checkbox"/>	0.00		153.61	A2250-501-00-0000
03/07/2018	<input type="checkbox"/>	0.00		111.76	A2250-501-00-0000
03/07/2018	<input type="checkbox"/>	0.00		286.52	A2250-501-00-0000
03/07/2018	<input type="checkbox"/>	0.00		157.31	A2250-501-00-0000
05/02/2018	<input type="checkbox"/>	0.00		13.17	A2250-501-00-0000
05/02/2018	<input type="checkbox"/>	0.00		5.98	A2250-501-00-0000
05/02/2018	<input type="checkbox"/>	0.00		43.20	A2250-501-00-0000
05/02/2018	<input type="checkbox"/>	0.00		5.98	A2250-501-00-0000
05/30/2018	<input type="checkbox"/>	0.00		122.48	A2250-501-00-0000
05/30/2018	<input type="checkbox"/>	0.00		181.36	A2250-501-00-0000
05/30/2018	<input type="checkbox"/>	0.00		106.94	A2250-501-00-0000

Pending vendors are not used for 1099. New vendors are marked No Special Type as the default. If Medical or Attorney is selected, the system will automatically force the 1099 box to be checked. The type Medical will receive a 1099 for payments greater than \$600 even if they are incorporated. For Attorney type vendors, payments categorized as gross proceeds (Box 14 on the 1099) will generate a 1099 for any amount. Also, note that payments made through payroll to the estate of a deceased employee will generate a 1099 for any amount and these payments will not have an associated Vendor file. Payments to the estate of a deceased employee appear on the Form 1099 Detailed Transactions Report as follows (the vendor number begins with a ~):

Crystal Report: det1099

November 30, 2018 09:24:30 am Richmond CSD Page 1

Form 1099 Detail Transaction Report Calendar Year: 2018

Check Date	Check Number	A/P ID	Remit ID	PO Number	Invoice Number	Fund	G/L Account	Budget Code/Subsidiary	Expense Amount	1099 Amount	1099 Category
003809-FIRST CARE & GLENDALE FAMILY MED PC Tax ID Number: *****7941											
01/24/2018	043418	006749		C18-00028	3994237	C	522.00	9060-801-00-0000	260.00	0.00	MED
Subtotal for Vendor									260.00	0.00	
014113-HORIZON HEALTHCARE STAFFING Tax ID Number: *****0995											
01/17/2018	539333	006491	REMIT	A18-00799	105531	A	522.00	2815-449-00-0000	308.75	308.75	MED
01/13/2018	539567	006870	REMIT	A18-00799	105811	A	522.00	2815-449-00-0000	1,330.00	1,330.00	MED
03/27/2018	540250	008086	REMIT	A18-00799	108358	A	522.00	2815-449-00-0000	843.13	843.13	MED

To report 1099 payments in Box 6, which would include payments to Medical and Health Care providers, including corporations; within vendor maintenance the option indicating Medical must be selected.

If a vendor is marked as a 1099 eligible vendor subsequent to having payments issued to them, it will be necessary to select the payments eligible for 1099 reporting on the 1099 tab within the vendor maintenance record. The 1099 box may also be unchecked if the payment is not 1099 eligible.

If it is necessary to designate only a portion of a payment as 1099 eligible it can be done on the 1099 tab of vendor maintenance.

With proper security, the 1099 category in Vendor Maintenance can be overridden to a category other than the one specified on the object code. A warning message will appear on the Form 1099 Detail Transaction Report as shown below.

Check Date	Check Number	A/P ID	Remit ID	PO Number	Invoice Number	Fund	G/L Account	Budget Code/Subsidiary	Expense Amount	1099 Amount	1099 Category
December 15, 2016 09:27:55 am											
Richmond CSD Form 1099 Detail Transaction Report Calendar Year: 2016											
010284-NATHAN KAHAN Tax ID Number: 00-0911841											
02/12/2016	372300	009992	REMIT1		56.8-1-21S15	A	522.00	1964-400-60-0000	11,725.04	11,725.04	RYL
WARNING: Designated 1099 category is not consistent with the object table											
02/12/2016	372300	009992	REMIT1		56.8-1-21L15	A	522.00	1964-400-60-FINK	570.91	570.91	RYL
WARNING: Designated 1099 category is not consistent with the object table											
Subtotal for Vendor									12,295.95	12,295.95	

Within Object Maintenance (*Manage/Budget Maintenance/Tables/Object*) a designation must be made for all object codes to designate whether payments made within the code will be 1099 eligible.

The screenshot shows the 'Object [Modify A-405]' window. The 'Fund' is set to 'A'. The 'Object' is '405' with the description 'Contractual and Other'. The 'State Object' is '4' with the description 'Contractual and Other'. The 'Object Group' is 'Blank'. The 'DEA Energy Category' is 'Unspecified'. The '1099 Category' is '7-Nonemployee compensation or crop insurance proceeds'. There are checkboxes for 'Fixed Asset' (unchecked), 'Track Commodities for this object' (unchecked), and radio buttons for 'Default' (selected) and 'Restrict'. A list of 'Default Class' options is shown, including '1-Rents', '2-Royalties', '3-Other Income', '6-Medical', '7-Nonemployee compensation or crop insurance proceeds' (highlighted), and '14-Gross proceeds paid to an Attorney'.

Similar to designating a vendor record as 1099 eligible; if an object code is designated with a 1099 reportable category after payments have been made, it will be necessary to designate each vendor's payments as a 1099 payment within vendor maintenance.

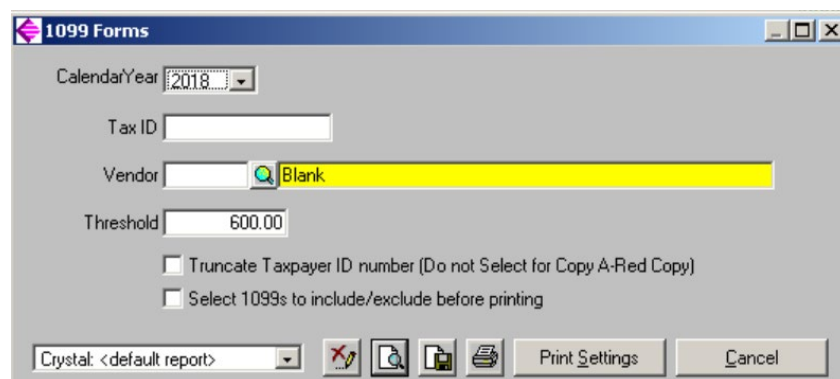
Any 1099 payment to a G/L account, which cannot be categorized by object code, including G/L Account 600 expenses that have not been assigned to a valid budget code, will be assigned to the non-employee compensation category on Form 1099. Payments can be re-designated within the vendor maintenance 1099 tab by changing the category as required for the payments.

5) Printing 1099 Forms

Once it is determined that all 1099 amounts have been recorded properly and that the vendor information is correct for tax reporting purposes, generate the Form 1099 Detail Transaction (*Reports/Accounts Payable/ Form 1099 Detailed Transaction*), selecting the "Actual-Flagged" 1099 option. This report will list:

- Only those transactions with an actual 1099 amount to be reported. Errors with vendor information, if any still exist, are shown on this report; however, transaction-level messages are not, as only valid 1099 payments are listed.
- Only those vendors which have the 1099 box checked on the Vendor Information screen.
- Only vendors with valid 1099 data, whether or not they exceed the 1099 reporting threshold. When the actual Form 1099 is printed, only those vendors with an accumulated total of 1099 eligible transactions greater than or equal to the specified threshold will produce a form.

When the actual 1099 forms are printed (*Reports/ Accounts Payable/ 1099 Forms*) a prompt will appear for the threshold amount to be used. It has been initially set for the IRS specifications (\$600), but it may be set to a lower amount if desired.



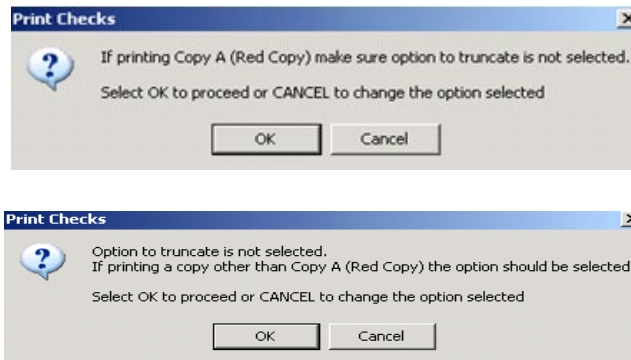
We recommend printing a copy of these forms on plain paper before printing them on the actual 1099 stock the first time, to make sure everything is printing properly. Do not print the Recipient Copy of the 1099 on the forms until confirming that the printed copy lines up with the forms. The printer driver that is used for Check Printing should be used to achieve the best alignment.

The option “Truncate the Taxpayer ID” can be selected when printing the “B Copy” of the 1099 and the Tax ID will print as X’s and only show the last 4 digits.

If everything is okay, print on the Recipient Form B (Copy B) paper.

We recommend not printing on the IRS Form A (Copy A) or the Payer From C (Copy C) paper at this time, in order to allow sufficient time to correct any problems with amounts reported to payees. If it is necessary to generate corrected copies, make the corrections in *WinCap*. **Please be sure to regenerate the Form 1099 Detail Transaction Report, as this will recalculate the 1099 reporting data.** *WinCap* allows the printing of one or several 1099 forms. Use the above 1099 Forms report with the option “Select 1099s to include/exclude before printing” selected when corrections have been made to Form 1099 data originally reported to a vendor and a new 1099 needs to be printed.

When the OK button is selected; depending on if the truncate option was selected, one of the following two messages will be displayed:



When OK is selected, the following will be displayed:

Sel	Name	Vendor	TaxID
<input checked="" type="checkbox"/>	A+ SERVICES	000055	00-0900001
<input checked="" type="checkbox"/>	AMERICAN TIME & SIGNAL COMPANY	002989	00-0900041
<input checked="" type="checkbox"/>	BURGESS\JUNE	005220	000-90-7342
<input checked="" type="checkbox"/>	COMFORT INN ITHACA AIRPORT HOSPITALITY	003862	00-0905841
<input checked="" type="checkbox"/>	CRAIG THOMAS PEST CONTROL	004285	00-0906304
<input checked="" type="checkbox"/>	CRYSTAL RUN HEALTHCARE LLP	020595	00-0900202
<input checked="" type="checkbox"/>	D & I CLOCKS LTD	021350	00-0900210
<input checked="" type="checkbox"/>	DAVIS-DOERN\DORENE	002895	000-90-4819
<input checked="" type="checkbox"/>	DIGITAL SYSTEM SPECIALIST	004467	00-0906512

Select/de-select the vendors to print as required. Once all 1099 Forms, original or corrected, have been generated for applicable vendors print a set of Payer copies (Copy C) for your records.

The check box on the report form on the bottom of the form, when checked, will allow inclusion/exclusion of specific vendors.

Manual Printing of Copy A (only for sites not filing electronically): Once all problems are corrected, run a copy of the Form 1099 Detail Transaction Report (*Reports/ Accounts Payable/ Form 1099 Detail Transactions*) as backup for the Form 1096 choosing actual flagged in the selection criteria. **Running this report is necessary to recalculate the totals for any changes that may have been made.** The final page will display the numbers for the 1096. Fill out Form 1096 and mail the information to the address located on the back of the form. Run the 1099's on IRS Form A to produce the 1099's to be mailed to the IRS with Form 1096.

6) 1099 Electronic Filing Procedures - Overview

Users who have 250 or more 1099 applicable payments must file electronically. However you can also file electronically with any number less than that.

- a) **IRS Form 4419:** In order to file 1099's electronically, you must fill out **IRS Form 4419:** Application for Filing Information Returns Magnetically/Electronically in order to receive a "Transmittal Control Code (TCC)." Please fill out this request and return it (by fax or mail) no later than mid- January to the IRS. The IRS has asked that you include a cover letter requesting that you be contacted when the TCC is assigned. (If you do not hear from them within 2 weeks, call the number below). Once you are assigned a number, please inform CCA.

Please fill out the boxes checked on Form 4419 and send/or fax it to:

Internal Revenue Service
Enterprise Computing Center - Martinsburg
Information Reporting Program
230 Murall Drive
Kearneysville, WV 25430
Phone (866) 455-7438 Fax (304) 264-5602

This is a one-time process and once a TCC has been assigned, you will continue to use it thereafter.

Please review: <https://www.irs.gov/tax-professionals/e-file-providers-partners/filing-information-returns-electronically-fire>

- b) **1099 Electronic Filing:** The following steps should be followed in filing the Electronic 1099's with the IRS:

Step 1: Once all problems are corrected, run a copy of the Form 1099 Detail Transaction Report (*Reports/ Accounts Payable/ Form 1099 Detail Transactions*) as backup by choosing actual flagged in the selection criteria. The final page will give you the numbers to verify on your saved export file. Reprint the Form 1099 with the corrected amounts. **Running this report and reprinting the corrected Form 1099 are necessary to recalculate the totals for any changes that may have been made before exporting the file.**

Step 2: Please make sure you have a correct Contact Name and Phone # because both of these items are mandatory. (*File/Administration/District Tables/District Addresses*). Go to the “LEGAL” address (if a “LEGAL” address is not present, go to the “DSTRCT” address). Click the “Contacts” tab and enter a Contact Name, # and Extension. (Please Note: The “contact” information in the “DSTRCT” address screen is used on all Purchase Orders. If you do not want the contact information for the 1099 filing seen on your Purchase Orders, then you have to put the contact information for the 1099 filing in the “LEGAL” address screen. Please contact CCA Accounting Support with any questions).

Step 3: If you are saving to diskette; please insert a diskette in your disk drive. Go to (*File/Administration/ Export Files/ Federal/ State Reporting/ 1099 File for Electronic Submission*) to open the Form 1099 Data Export.

Form 1099 Data Export

Calendar Year: 2018

Contact Name: SARA WINCAP

Contact Phone Number: (518) 435-0500 (Include your area code)

Contact Phone Extension: 1234

Contact E-Mail address: SARA@HARRISCOMPUTER.COM

Output File Specifications

Select drive for output: A:\

Directory Path: [Search]

Name for export file: IRSTax.001

Test File:

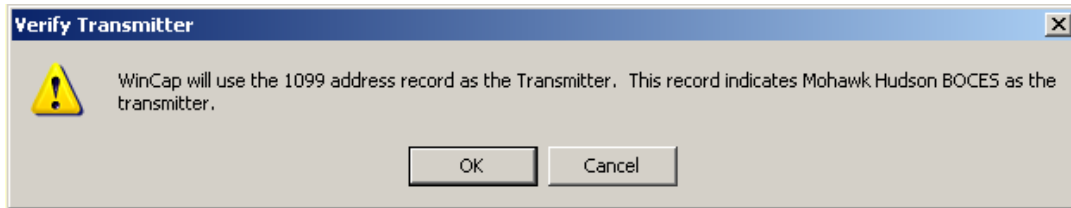
Threshold: 600.00

Nonemployee Compensation: All Records

OK [X] Cancel

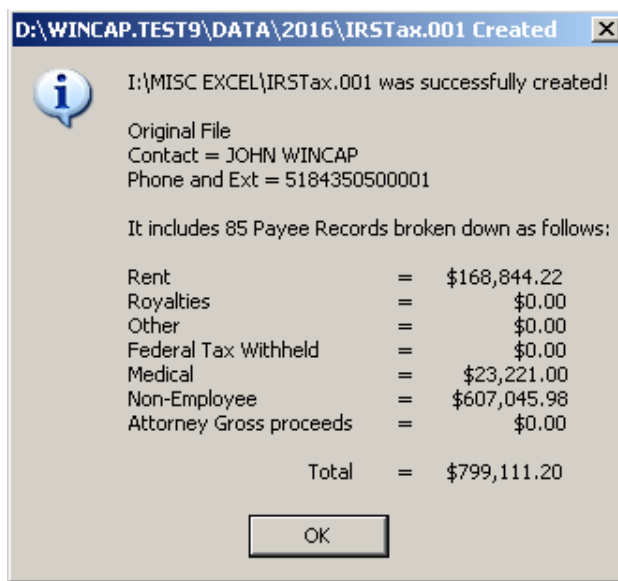
Please Note: The “Replacement File Characters” field is only used if the IRS rejected your file. If you have been rejected, the IRS would send a “Media Tracking Slip” to you. In the TCC section of this document, your TCC # would be shown along with a “character” (i.e. the letter “A”). This “character” would then be entered into the “Replacement File Characters” Field.

Hit “OK” and a screen will appear requesting that the transmitter information be verified:



Clicking the “OK” button will produce the 1099 information and save it to the desired disk. Once the file has been created, a screen will appear showing the following: **(Please write this information down and verify for complete accuracy)**

- The file was created successfully.
- Whether the file was an Original or Replacement.
- Contact Person & Contact #.
- The # of payee records broken down by “Rent”, “Other”, “Medical”, “Non-Employee”, & “Attorney Gross Proceeds”.
- The total \$ amount in the file.



To transmit the file electronically to the IRS, it will be necessary to connect to the FIRE System (from IRS Publication 1220):

- 1) Point your browser to <http://fire.irs.gov> to connect to the FIRE System.
- 2) Filers should turn off their pop-up blocking software before transmitting their files.
- 3) Before connecting, have your TCC and EIN available.
- 4) Your browser must support SSL 128-bit encryption.
- 5) Your browser must be set to receive “cookies”. Cookies are used to preserve your User ID status.

Note: If a vendor requests a 1099 be sent to them even though they are under the \$600 threshold, this can be done as follows:

Once all 1099s have been run, based on the \$600 threshold, go back into the 1099 Forms report criteria (see # 5 above). Enter the vendor number, reduce the threshold to include the vendor requesting the 1099, and check the option "Select 1099s to include/exclude before printing." This will bring up the Form 1099 Search where the user may select what they wish to include. Once the vendor is selected, print the form (or at least preview the form).

This will indicate in *WinCap* that this vendor should be issued a 1099. When the site is ready to electronically file their 1099, the user will go to the 1099 File for Electronic Submission and lower the threshold to include the vendor that wanted the 1099 with a lower threshold. This will **NOT** include any vendors for which 1099 Forms were not either printed or previewed using the 1099 Forms report. In this way, the electronic submission will include all vendors over the \$600 threshold plus the one vendor that was separately printed.

First time connection to The FIRE System (If you have logged on previously, skip to Subsequent Connections to the FIRE System.)

Click "**Create New Account**".

Fill out the registration form and click "**Submit**".

Enter your **User ID** (most users logon with their first and last name).

Enter and verify your **password** (the password is user assigned and must be 8 alpha/numeric, containing at least 1 uppercase, 1 lowercase and 1 numeric). FIRE may require you to change the password once a year.

Click "**Create**".

If you receive the message "**Account Created**", click "**OK**".

Enter and verify your 10 digit self-assigned PIN (Personal Identification Number).

Click "**Submit**".

If you receive the message "**Your PIN has been successfully created!**", click "**OK**".

Read the bulletin(s) and/or "**Click here to continue**".

Subsequent connections to The FIRE System

Click "**Log On**".

Enter your **User ID** (most users logon with their first and last name).

Enter your **password** (the password is user assigned and is case sensitive).

Read the bulletin(s) and/or "**Click here to continue**".

Uploading your file to the FIRE System

At Menu Options:

Click "**Send Information Returns**".

Enter your **TCC**:

Enter your **EIN**:

Click "**Submit**".

The system will then display the company name, address, city, state, ZIP Code, phone number, contact and email address. This information will be used to email the transmitter regarding their transmission. Update as appropriate and/or Click "**Accept**".

Note: Please ensure that the email is accurate so that the correct person receives the email and it does not return to us undeliverable. If you are using SPAM filtering software, please configure it to allow an email from fire@irs.gov.

Select one of the following:

Original File

Replacement File (if you select this option, select one of the following):

Electronic Replacement (file was originally transmitted on this system)

Click on the file to be replaced.

Magnetic Media Replacement

Enter the alpha character from Form 9267, Media Tracking Slip that was sent with the request for replacement file. Click "**Submit**".

Enter your 10-digit PIN (not prompted for this if a test is being sent).

Click "**Submit**".

Click "**Browse**" to locate the file and open it.

Click "**Upload**".

When the upload is complete, the screen will display the total bytes received and tell you the name of the file you just uploaded.

If you have more files to upload for that TCC:

Click "**File Another?**"; otherwise,

Click "**Main Menu**".

It is your responsibility to check the acceptability of your file; therefore, be sure to check back into the system in 1-2 business days using the CHECK FILE STATUS option.

Checking your FILE STATUS

If the correct email address was provided on the "Verify Your Filing Information" screen when the file was sent, an email will be sent regarding your FILE STATUS. If the results in the email indicate "Good, not Released" and you agree with the "Count of Payees", then you are finished with this file. If you have any other results, please follow the instructions below.

At the Main Menu:

Click "**Check File Status**".

Enter your **TCC**:

Enter your **EIN**:

Click "**Search**".

If "Results" indicate:

"Good, Not Released" and you agree with the "Count of Payees", you are finished with this file. The file will automatically be released after 10 calendar days unless you contact IRS within this timeframe.

"Good, Released" – File has been released to our mainline processing.

"Bad" - Correct the errors and timely resubmit the file as a "replacement".

"Not yet processed" - File has been received, but we do not have results available yet. Please check back in a few days.

Click on the desired file for a detailed report of your transmission.

When you are finished, click on **Main Menu**.

Click **"Log Out"**.

Close your web browser.