

## RESOURCE

Updated January 2019

# Form 1099 Filing for QuickBooks Online Users

## Overview of 1099s

1099s are similar to a W-2 form, but are for non-employees. Businesses are required to issue 1099s to non-corporate **service providers** and certain incorporated **service providers** for payments made during the year. The specific rules are listed below.

**Unfortunately, the Internal Revenue Service has the power to fine you \$50 for each 1099 that you fail to file. Significantly larger penalties apply for willful neglect to file. In addition, the IRS now requires you and your tax preparer (us) to indicate on your federal tax return whether these forms are completed each year. Failure to answer will likely result in an audit or penalties.**

Beginning with the tax year 2012, the Internal Revenue Service requires you to exclude from Form 1099-MISC any payments you made by credit card, debit card, gift card or third-party payment networks such as PayPal. (These payments are being reported by the card issuers and third party payment networks on Form 1099-K).

## Save Time, Money and Fees

The purpose of this resource is to provide you with guidelines to assist you in gathering the information and setting up your vendors in QuickBooks so you can properly file your 1099s. Doing this now will help you file on a timely basis and avoid IRS penalties.

## 1099s – The General Requirements

Federal law requires that all **business owners** file Forms 1099 for certain payments made during the year. Those most likely to apply to dentists are:

- **Payments of \$600 or more to individuals** (does not include corporations) for “services” performed during the year. Services include laboratories, contract employees, unincorporated maintenance people, bookkeepers, accountants (including Dental Group, LLC), etc.
- **Rent** (as in your office lease).
- **Legal fees of \$600 or more.** (Whether they are an incorporated entity or not).
- **Interest paid other than to a financial institution** (i.e. paid to an individual – such as with a seller financed business loan) **of more than \$10.**
  - **PLEASE NOTE:** 1099-INT cannot be prepared through QuickBooks. Please give us a call for further instructions should you have a 1099-INT to prepare.


- **Almost all practices will need to issue 1099s for rent, unincorporated laboratories and Dental Group, LLC if not paid by credit card; and, may have other service payees, attorneys or interest payments to report.**
  - ✓ **You will need to issue a 1099 to us if you have not paid us by credit card. Please be sure if you are issuing checks to us that they are in the name of Dental Group, LLC (Not Martin-Boyle, PLLC) EIN: 91-1941528.**
  - ✓ **A 1096 must accompany your filing copies of Forms 1099 but is NOT required with e-filing.**
- **PLEASE NOTE: 1099s are due in the mail to payees on or before January 31<sup>st</sup>. The filing copies are due to the Internal Revenue Service on or before January 31<sup>st</sup>.**

## Obtaining Information from Your Vendors

To issue 1099s, you will need the name, identification number and address of the vendor. This information can be obtained by sending a request to them with a **Form W-9**. Blank W-9s are available at the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)).

- **Print or type your name and address in the box “Requester’s name and address” of the Blank W-9 and then make photocopies!**

You should document your mailing of the Form W-9. If the vendor fails to provide you with the information you will have to submit an incomplete Form 1099 **and you will be required to begin back-up withholding!**

-  **YOU WANT TO AVOID THE MAJOR HASSLE OF BACK-UP WITHHOLDING AT ALL COSTS.** Consequently, you should work very hard to get vendors to provide you with W-9’s or applicable information. If you need more resources to convince a vendor to comply, please give us a call.

QuickBooks Online also provides a faster and more secure way to let all your vendors fill out their name, address and identification number themselves anywhere they have internet access. Please see our **“Obtaining Form W-9 Information from Your Vendors for QuickBooks Online Users”** resource for additional instructions.

## Setting Up QuickBooks to Capture Data

1. Click **Expenses** on the left navigation panel, then the **Vendors** tab at top.
2. Click **New Vendors** and enter the person's information. **Note:** Skip this step for existing vendors and just edit the existing vendor. If the name is used on another list, but isn't yet on the vendor list, make sure to slightly change the name when entering them as a vendor (lists cannot have duplicate names); for example, add a middle initial or leave it off.
3. Make sure to enter the Tax ID number from the W-9 form into the field “Business ID No.”
4. Click to mark the checkbox **Track payments for 1099**.
5. Click **Save**.

Payments made to these workers will now be tracked in expense accounts and accumulated for recording purposes on the form **1099 – MISC**.

## Useful Reports

To create a report that shows vendor contact information, track for 1099, and tax ID:

1. Click on **Reports** on the left navigation panel.
2. Click **Standard/All Reports** tab, then choose **Expenses and Vendors**.
3. Click the **Vendor Contact List** to run the report.
4. Click **Customize** link on the top right.
5. Once the Customize window is open, click on the **Rows/Columns** link.
6. On the drop down list click on the checkboxes **Track 1099** and **Tax ID** boxes.
7. Click on **Run Report**.

## Prepare 1099s


1. Click **Expenses** on the left navigation panel, then vendors tab on the top and Click the **Prepare 1099s** button.

The screenshot shows the QuickBooks Online interface for the 'Vendors' section. At the top, there are four summary cards: 'Unbilled Last 365 Days' for \$125 (1 purchase order), 'Unpaid Last 365 Days' for \$848 (4 overdue), 'Open Bills' for \$1,603 (5 open bills), and 'Paid' for \$3,892 (21 paid last 30 days). Below this is a table of vendors with columns for Vendor, Company, Phone, Email, Open Balance, and Action. The vendors listed are Bob's Burger Joint, Books by Bessie, Brosnahan Insurance Agency, Cal Telephone, and Chin's Gas and Oil.


VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/>	Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
<input type="checkbox"/>	Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/>	Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/>	Chin's Gas and Oil			\$0.00	Create bill

2. Click the **Let's get started** button.


**This year, let us do the heavy lifting for you**



We **e-file** 1099s with the IRS on your behalf (fees apply)



We **e-deliver** 1099s (viewable in a free Intuit account) to your contractors



We **print and mail** copies of the 1099s to your contractors

[Let's get started](#)

**TAKE ADVANTAGE OF EARLY BIRD PRICES THROUGH JANUARY 16!**  
Finish by 5 PM (PT), January 25 to meet IRS and contractor delivery deadlines.

[Important offer details and disclaimers](#)

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Prefer to print and mail yourself? You'll have that option, too.

3. After confirming your company information, Click the **Next** button.

Prepare 1099s ? X

1  
Company



2  
Accounts

3  
Vendors

4  
Review

### Review your company details

Double-check your company name and legal address, and the tax ID you use to file your company taxes. Any changes you make will be saved to your Company Settings.

<u>Name and address</u>	Craig's Design and Landscaping Services 12345 ABC Street DE Ave Kirkland, WA 98033	
<u>Tax ID</u>	12-3456789	

[Next](#)

4. Click **Box 1: Rents** for **Rent or Lease**, or other applicable accounts such as **Storage and Parking**.

Click **Box 7: Nonemployee Compensation** – Choose this box for the following:

- Accounting or Accountants
- Bookkeeper
- Computer Support & Repairs
- Consulting
- Contract Labor
- Janitorial
- Labs
- Landscaping
- Lawyer
- Legal & Professional Fees

5. Click the **Next** button.

Prepare 1099s

1 Company

2 Accounts

3 Vendors

4 Review

### Assign your vendor payments to 1099 categories

Pick all the categories that apply to your vendors and then tell us which QuickBooks accounts you use to track the payments.  
**Tip!** The most common 1099 category for small businesses is Box 7: Nonemployee compensation.  
[Not sure which categories to choose?](#)

- Box 1: Rents**  
Rent or Lease
- Box 2: Royalties**
- Box 3: Other Income**
- Box 4: Federal Tax Withheld**
- Box 5: Fishing Boat Proceeds**
- Box 6: Medical Payments**
- Box 7: Nonemployee Compensation**  
Multiple Accounts ... Legal & Professional Fees, Bookkeeper, Lawyer
- Box 8: Substitute Payments**
- Box 9: Direct Sales**

Back Next Save and finish later

6. Confirm your 1099 Vendors list. Make sure all the vendors have correct names, addresses, and tax ID numbers. If everything looks right, click the **Next** button.

Prepare 1099s

1 Company

2 Accounts

3 Vendors

4 Review

### Confirm your 1099 vendors

Make sure your vendors' details are correct. To see vendors that meet the 1099 threshold for this year, click **Next**.

Select 1099 vendors

VENDOR NAME	ADDRESS	TAX ID	ACTION
Nick Brosnahan Brosnahan Insurance Agency	P.O. Box 5 Middlefield CA 94482	23-4569875	Edit

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Back Next Save and finish later

7. Review your 1099 vendors and payments. Double check they are for **2018 current tax year**, in the **right Box categories** with **correct payment amounts**. If everything is accurate, click the **Finish preparing 1099s** button.

Prepare 1099s

Company

Accounts

Contractors

**4**  
Review

5  
File

### Check that the payments add up

Only those contractors you paid above the threshold (usually \$600) get a 1099. **IMPORTANT:** Credit card payments to contractors should be **excluded**. [Why?](#)  
[Need to add or edit payments?](#)

▼ 2018 | 1099 contractors that meet threshold

Print Information Sheet

CONTRACTOR	BOX 1	BOX 7	TOTAL	EXCLUDED	ALL PAYMENTS
There are no vendors who match the criteria.					

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Back **Finish preparing 1099s** Save and finish later

## CHOOSE A FILING METHOD

1. **Go to 1099 E-file Service (through QuickBooks):** We recommend E-filing rather than printing and paper filing of the 1099s. E-filing can be done through your online QuickBooks. This service will e-file your 1099s for a fee. When you e-file, you will not be required to provide a 1096. You can then print the vendor copies and mail to your vendors or email a PDF copy, whichever works best for you.
2. **Print and mail forms:** You can choose to paper file your 1099s. You will need to get the pre-printed forms as early as possible. These can be obtained for free from the IRS website or pay a fee from your local Office Supply store. Do not order them through Intuit QuickBooks – they are way too expensive!

Prepare 1099s

Company ✓



Accounts ✓

Contractors ✓

Review ✓

5 File

### You've prepared your 1099s. Time to file!



We e-file with the IRS for you. **New!** We deliver online and printed copies to your contractors.

Your first 3 forms are **\$12.99**. Additional forms are **\$2.99** each. Forms **after 20** are free.

[Go to 1099 E-File Service](#)

[Important offer details, pricing, and disclaimers](#)

OR

### Prefer to print and mail 1099s yourself?

[Purchase your 1099 Kit](#) so you can print and mail to the IRS and contractors.

Prices for QuickBooks-compatible forms vary by state and quantity of forms. For example, 10 forms cost from **\$57.99** to **\$72.99** depending on your state, not including postage.

[Print and mail](#)

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Finally, always maintain a paper or digital copy of the forms you filed. (Do not depend on what is in QuickBooks). You will need these in case of a state or federal audit.

If you would like, there are a couple YouTube videos that are also helpful.

**Quickbooks Online - How to SETUP 1099:**

<https://www.youtube.com/watch?v=bAM3Z7rABbU>

**Quickbooks Online - How to PRINT 1099:**

<https://www.youtube.com/watch?v=CVBiao2KUJo>