



INSIGHT ■ INNOVATION ■ EXPERIENCE

# 2009 1099 Guide

In order to provide greater functionality and more value to our customers Sage MIP Fund Accounting has partnered with Aatrix<sup>®</sup> to handle all 1099 processing and filing. You now have the option to electronically file as well as print and file. This document covers how to produce your 1099's through MIP/Aatrix<sup>®</sup>.

## IMPORTANT NOTES

**All printing and filing of 1099's in MIP is done through Aatrix<sup>®</sup>.**

See the Quick Start Guide on the next page for simplified instructions.

**There is no charge for filing the 1099's if you print and produce on your own.**

e-req filings will incur a charge.

**Pre-printed forms are not required and will not work with Aatrix<sup>®</sup>.**

You will need blank perforated forms.

**You should submit eFilings to Aatrix<sup>®</sup> 2 business days before the filing deadline.**

Failure to do so may result in a \$20 expedited filing fee (even if your filing is free) and Aatrix<sup>®</sup> cannot guarantee timely filing, if your eFile is submitted within 2 days of the filing deadline.

## 2009 1099 Quick Start Guide

This document is a quick walkthrough of the 2009 1099 process. If you have problems or questions on any of the steps please give us a call.

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### Step 1 – Select Forms

- 1-Go to Activities→Produce Vendor 1099's
- 2-Select the Form Type as New
- 3-Select the 1099 Type that you want to produce
- 4-Click on the Form Updates button if available to get the latest forms and updates
- 5-Make sure to enter 2009 in your Year

### Step 2 – Verify TIN Numbers

	Recipient TIN	TIN Flag	Optional Na...	Recipient A...	Recipient A...
	SSN or FEIN	Check if FEIN	Full Name	Address Li...	Address Li...
1	01-1234567	<input checked="" type="checkbox"/>		5678 Congre	
2	65-4646464	<input checked="" type="checkbox"/>		7100 Highwa	
3	399-64-5545	<input type="checkbox"/>		2121 West Gr	
4	000-00-0000	<input type="checkbox"/>	John Madisso	1200 South C	
5	74-9548446	<input checked="" type="checkbox"/>	Robert Windel	3747 Town	PO Box 3747
Totals					

### Step 3 – Verify TIN Flag is Selected

	Recipient TIN	TIN Flag	Optional Na...	Recipient A...	Recipient A...
	SSN or FEIN	Check if FEIN	Full Name	Address Li...	Address Li...
	01-1234567	<input checked="" type="checkbox"/>		5678 Congre	
	65-4646464	<input checked="" type="checkbox"/>		7100 Highwa	
	399-64-5545	<input type="checkbox"/>		2121 West Gr	
	000-00-0000	<input type="checkbox"/>	John Madisso	1200 South C	
	74-9548446	<input checked="" type="checkbox"/>	Robert Windel	3747 Town	PO Box 3747
otals					

### Step 4 – Verify Nam and Address

Recipient L...	Recipient Fi...	Recipient Mi...	Recipient C...	Recipient TIN	TIN Flag	Optional Na...	Recipient A...	Recipient A...	Recipient City	Recipient St...	Recipient Zi...
Last Name	First Name	Middle Name	Company N...	SSN or FEIN	Check if FEIN	Full Name	Address Li...	Address Li...	City	State	ZIP Code
			City Construc	01-1234567	<input checked="" type="checkbox"/>		5678 Congre		Austin	TX	78701
			Williams & Erri	65-4646464	<input checked="" type="checkbox"/>		7100 Highwa		Austin	TX	78346-5744
			Mulberry & Th	399-64-5545	<input type="checkbox"/>		2121 West Gr		Austin	TX	78705-1111
			Transportatio	000-00-0000	<input type="checkbox"/>	John Madisso	1200 South C		Austin	TX	787046455
			Windell Prope	74-9548446	<input checked="" type="checkbox"/>	Robert Windel	3747 Town	PO Box 3747	Austin	TX	78705-5445

### Step 5 – Verify Amount of State Wages and any Withholding

### Step 6 – Verify Destination State (PA)

Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10	Box 13	Box 14	Box 15a	Box 15b	Destination State
Royalties	Other Income	Federal Inc...	Fishing Boa...	Medical an...	Nonemploy...	Substitute ...	Payer Made ...	Crop Insura...	Excess Gol...	Gross Proc...	Section 40...	Section 40...	Destination State
					1894.12		<input type="checkbox"/>						TX
					242704.55		<input type="checkbox"/>						TX
					222101.81		<input type="checkbox"/>						TX
					8987.46		<input type="checkbox"/>						TX
0.00	0.00	0.00	0.00	0.00	475687.94	0.00		0.00	0.00	0.00	0.00	0.00	0.00

Step 7 – Check information. Populate all boxes in red

Step 8 – Select Filing Options

Step 9 - Print

**Process 1099 Filing Wizard**

Payer  
Please fill out Company Name or Payer Name, or both if desired.

Company Name: Social Service Agency

Payer Name  
First Name: Middle Name: Last Name:

Payer Info  
TIN: 74-4568464 Telephone #: [Red]  
Address line 1: 313 East Anderson La Payer Title: [Red]  
Address line 2: Suite 101 Contact Name: [Red]  
City: Austin Email:  
State: TX Fax Number:  
Zip Code: 78753 Transfer Agent: (if required)

Red fields are required information.

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**Pricing and Filing Options**

**My eFiling Center Options** [Tell me more...](#)

	Minimum Price	Your Cost
<input checked="" type="radio"/> Complete 1099 eFiling Service <small>Print &amp; Mail Recipient 1099s, eFile Federal 1099/1096, eFile all applicable State 1099/1096*</small>	\$19.95	\$19.95
<input type="radio"/> eFile Federal & State 1099/1096*	\$19.95	\$19.95
<input type="radio"/> eFile Federal 1099/1096 only	\$0.00	\$0.00
<input type="radio"/> eFile State 1099/1096* only	\$19.95	\$19.95
<input type="radio"/> No eFiling at this time		

**My Printing Options** [Tell me more...](#)

Print copies alone or in combination with any eFile option above

Print Recipient 1099 copies  
 Print Federal 1099/1096 copies  
 Print State 1099/1096\* copies  
 Print Payer 1099 copies

Postage Forms Envelopes Your Labor

\* State 1096 or other required forms will be filed with 1099s

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**FINISHED!**