



# Send a Corrected 1099 Electronic File

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This method will create a corrected 1099 file to submit to the IRS.

1. Go to <<Mailings, Tax Reporting>>.
2. Click the <Skip All> button.

The screenshot shows the 'Preview 1099s' interface. At the top, there are tabs for 'Preview 1099s' and 'Company Profile'. Below this, there are several controls: 'Tax Year' set to 2017, 'Reporting Group' set to 'January Deadline - Vendors', 'Display Returns' set to 'All Returns', and 'Limit To' set to 'No Filter'. There are buttons for 'All Returns', 'Reload Returns', 'Order Tax Forms', 'Due in January', 'Print None', 'Skip None', 'Print Tax Forms', 'Due In March', 'Print All', 'Skip All', and 'Generate Tax Files'. A red arrow points to the 'Skip All' button. Below the controls is a table with columns: 'Taxpayer', 'Source & Filer', 'Amount', and 'Flags'. The table contains three rows of data:

Taxpayer	Source & Filer	Amount	Flags
Victor Garcia	Vendor Payments	\$1,073.25	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print
Lawn Doctor	Vendor Payments	\$1,252.66	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print
Randy's Roofing	Vendor Payments	\$2,494.87	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print

3. Go down the list of owners and vendors to find the ones that need to be corrected.
4. Click on name to show more information about that record.

The screenshot shows the 'Preview 1099s' interface with detailed information for Victor Garcia. The 'Taxpayer' column is expanded to show: Victor Garcia, 221 East Street, Vienna, VA 22180, Taxpayer ID 55-2468013, and an 'Error' message. The 'Source & Filer' column shows: Vendor Payments, PROMAS, 311 Maple Ave West, Ste D, Vienna, VA 22180, and Filer Tax ID 45-9999999. The 'Amount' column shows \$1,073.25 and a 'Minimum' of \$600.00. The 'Flags' column shows  Skip,  Below Minimum,  Error,  Override, and  Do Not Print. A red arrow points to the 'Edit 1099' button. Below the detailed information is a table with columns: 'Taxpayer', 'Source & Filer', 'Amount', and 'Flags'. The table contains three rows of data:

Taxpayer	Source & Filer	Amount	Flags
Victor Garcia	Vendor Payments	\$1,073.25	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Below Minimum <input type="checkbox"/> Error <input type="checkbox"/> Override <input type="checkbox"/> Do Not Print
Lawn Doctor	Vendor Payments	\$1,252.66	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print
Randy's Roofing	Vendor Payments	\$2,494.87	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print

5. Click on <Edit 1099>.

6. Mark the checkbox **Override 1099 Information**.
7. Unmark **Skip 1099**.
8. Make corrections and **<Save>**.
9. Do the same for each record that needs correcting.

1099 Type: Vendor Payments    Source: 11

**Taxpayer Information**

Name: Victor Garcia    City: Vienna  
 Address: 221 East Street    State: VA  
 Vienna, VA 22180    ZIP Code: 22180  
 Taxpayer ID: 55-2468013     Foreign Address    1099 Amount: \$1,500.00  
 Withheld: \_\_\_\_\_

**Filer Information**

Name: PROMAS  
 Address: 311 Maple Ave West, Ste D  
 Vienna, VA 22180  
 Taxpayer ID: 45-9999999  
 Phone Number: 703-255-1400

**Override 1099 Information** ←  
 Skip 1099 (Not Reported)  
 Error in 1099 (Not Reported)  
 Below Minimum (Not Reported)

Error: \_\_\_\_\_    Minimum: \$600.00

10. Click on **<Generate Tax Files>**.

Preview 1099s    Company Profile

Tax Year: 2017    Settings    All Returns    Reload Returns    Order Tax Forms

Reporting Group: January Deadline - Vendors

Display Returns: All Returns    Due in January    Print None    Skip None    Print Tax Forms

Limit To: No Filter    Due In March    Print All    Skip All    **Generate Tax Files** ←

Taxpayer	Source & Filer	Amount	Flags
Victor Garcia	Vendor Payments	\$1,073.25	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print
Lawn Doctor	Vendor Payments	\$1,252.66	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print
Randy's Roofing	Vendor Payments	\$2,494.87	<input checked="" type="checkbox"/> Skip <input type="checkbox"/> Error <input type="checkbox"/> Do Not Print

11. Click on **<Generate Tax Reporting File>**.

Generate Tax Files

**Generate Tax Reporting File** ←

Generate TIN Matching File

Cancel

12. Click <OK>. Mark the checkbox "Mark All B Records with Correction Code G." Click <Compile>.

File Location: C:\Users\Lyn2016\Documents\Promas\Rental\Export\IRSTAX

Transmitter Control Number: 12345

Name Control: NAME

Contact Name: Lyn Hanke

Contact Phone Number: 703-255-1400

Contact Email Address: [Empty]

Create a Test File

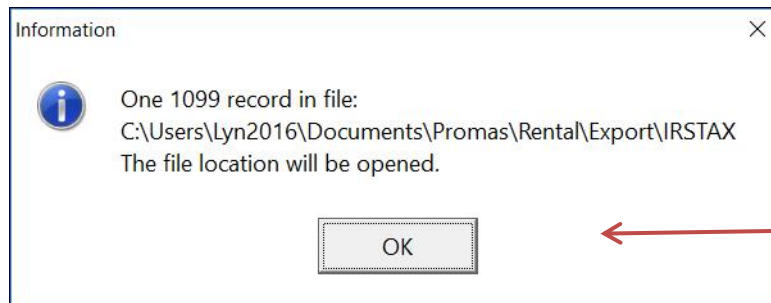
Transmitter Name: PROMAS

Transmitter Address: 311 Maple Ave West, Ste D  
Phoenix, AZ 85003

Transmitter Tax ID Number: 45-9999999  Mark All B Records with Correction Code 'G'

2017 tax year only (Publication 1220). Test file has been approved by the IRS.

13. Click <OK> to open the file location.



14. You will be taken to a location on your computer where the tax file has been created. It is named IRSTAX.
15. That is the file to submit to the IRS as your corrected file.