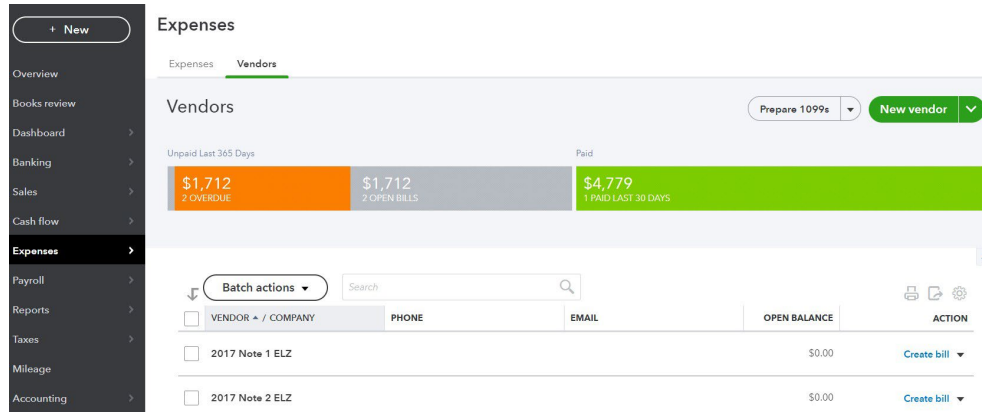


Preliminary 1099 Review in QB Online

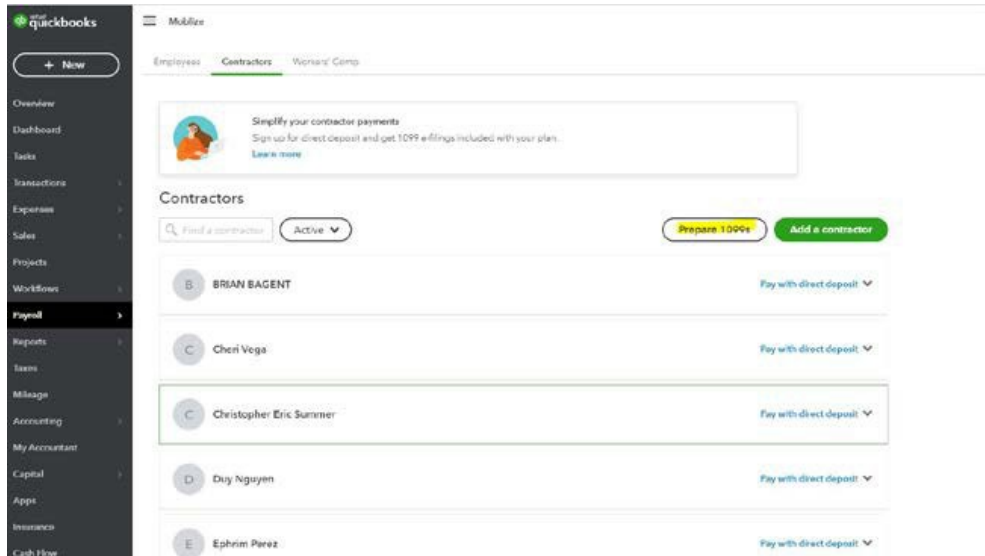
1. Go through the 1099 setup for QB online:
 - a. Select Expenses



The screenshot shows the 'Expenses' section in QuickBooks Online, specifically the 'Vendors' tab. The left sidebar is visible with 'Expenses' selected. The main content area shows a summary of vendor balances: Unpaid Last 365 Days (\$1,712, 2 OVERDUE) and Paid (\$4,779, 1 PAID LAST 30 DAYS). Below this is a table of vendors with columns for Vendor/Company, Phone, Email, Open Balance, and Action.

VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
2017 Note 1 ELZ			\$0.00	Create bill
2017 Note 2 ELZ			\$0.00	Create bill

- b. Select Prepare 1099s



The screenshot shows the 'Contractors' section in QuickBooks Online. The left sidebar is visible with 'Contractors' selected. The main content area shows a list of contractors with columns for Contractor Name and Action. A 'Prepare 1099s' button is visible at the top right of the contractor list.

Contractor Name	Action
BRIAN BAGENT	Pay with direct deposit
Cheri Vega	Pay with direct deposit
Christopher Eric Summer	Pay with direct deposit
Duy Nguyen	Pay with direct deposit
Ephim Perez	Pay with direct deposit

- c. Follow the step to prepare 1099 forms

Prepare 1099s

Company

Accounts

Contractors

Review

File

Categorize payments to contractors (or 1099 vendors)

Select the box for the types of payments you made. Then select the expense accounts you use for these payments. Not sure which categories to choose?

Most common payment types

- Non-employee compensation Box 1 1099-NEC
- Rents Box 1 1099-MISC

Other payment types

- Royalties Box 2 1099-MISC
- Other income Box 3 1099-MISC
- Fishing Boat Proceeds Box 5 1099-MISC
- Medical Payments Box 6 1099-MISC
- Direct Sales Box 7 1099-MISC
- Substitute Payments in lieu of dividends or interest Box 8 1099-MISC
- Crop Insurance Proceeds Box 9 1099-MISC
- Gross Proceeds Paid to an Attorney Box 10 1099-MISC
- Excess Golden Parachute Box 13 1099-MISC

Federal Tax

Back Next Save and finish later

- d. Map Accounts for Payment Types

Prepare 1099s

Company

Accounts

Contractors

Review

File

Categorize payments to contractors (or 1099 vendors)

Select the box for the types of payments you made. Then select the expense accounts you use for these payments. Not sure which categories to choose?

Most common payment types

- Non-employee compensation Box 1 1099-NEC
6307000 Other Exper
- Rents Box 1 1099-MISC
6216602 Lodging

Other payment types

- Royalties Box 2 1099-MISC
- Other income Box 3 1099-MISC
- Fishing Boat Proceeds Box 5 1099-MISC
- Medical Payments Box 6 1099-MISC
- Direct Sales Box 7 1099-MISC
- Substitute Payments in lieu of dividends or interest Box 8 1099-MISC
- Crop Insurance Proceeds Box 9 1099-MISC
- Gross Proceeds Paid to an Attorney Box 10 1099-MISC

Back Next

- e. Assign Accounts to 1099 boxes – to select multiple accounts, click on the drop-down arrow.
- f. Put a check mark next to the account you would like include for each 1099 type

- g. Review the vendors for any missing information then click next:

Prepare 1099s

Company

Accounts

Contractors

Review

File

Contractor	Address	Tax ID	Add Email	Edit
Jacob Kugler	Address missing	Tax ID missing	Add Email	Edit
Jessica Mansfield	108 Granada Way Los Gatos CA 95032 Address invalid	575-04-8074	jmansfield02@yahoo.com	Edit
BRIAN BAGENT	BRAIN BAGENT 170 SOUTH CREEK LANE COLDSPRING TX 77331	439-35-6647	briamb@mobile.com	Edit
IMELDA SOSA (deleted) IMELDA SOSA	9900 RICHMOND AVE #305 HOUSTON TX 77042	634-10-9443	Add Email	Edit
PHILIPPE HUI	4215 FERRO STREET STAFFORD TX 77477	464-81-2289	Add Email	Edit
Sileon Review, LLC	3240 East State Street Hamilton Township NJ 08619	36-4782073	Add Email	Edit
Cherise Monick Shaw (deleted)	7222 Bellerine Dr 2413 Houston TX 77036	283-78-0066	Add Email	Edit
Daniel A Nunez (deleted)	Daniel Alberto Nunez 5410 Gemstone Park Rd Richmond TX 77407	641-03-9573	Add Email	Edit
Elizabeth Melinda Alba (deleted) E.Alba Enterprises	215 Tomlin Houston TX 77037	640-22-6639	Add Email	Edit
Hasan Khan (deleted)	3903 Diamond Grove Houston TX 77099	829-22-3318	Add Email	Edit
Jonathan W Grumbles (deleted)	Jonathan William Grumbles 2400 Chapel Square Dr. Spring TX 77388	640-12-0277	Add Email	Edit
Julia Long Long Contract Accounting	1440 Springrock Lane #5 Houston TX 77055	48-4863809	Add Email	Edit

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Back Next Save and finish later

- 2. Now, print the report to PDF.
 - a. Print Information Sheet and save as a pdf

Prepare 1099s

Company

Accounts

Contractors

Review

File

Check that the payments add up

Only those contractors you paid above the threshold (usually \$600) get a 1099. Need to add or edit payments?
IMPORTANT: third party payments such as credit card or Paypal are excluded from 1099s. Why?

1099 contractors that meet threshold

Print Information Sheet

Contractors with 1099-NEC

CONTRACTOR	TOTAL PAYMENTS	NEC	EXCLUDED	1099 TOTAL
There are no vendors who match the criteria.				

< First Previous 0-0 of 0 Next Last >

Back Finish preparing 1099s Save and finish later

- b. Preview the page to make sure all the data will show on the PDF

- 3. Request W-9s for all vendors for the year.
 - a. As W-9s are received update the vendor's record in QB Online