



PRINTING TAX 1099 FORMS WITH MAG-FILER® Client/Server version

PURPOSE: Use MAG-FILER® to print 1099 laser forms utilizing IRS specifications.



The MAG-FILER® application is only used to print your forms via laser printer. Any download files that you prepare for the IRS should continue to be processed in CMI's TAX application, as they have always been.



WARNING!!!

You will be asked whether you would like to activate MAG-FILER security. CMI recommends that you do not check this option. However, if you would like the security activated, please contact the CMI Support Center for assistance in the set up.

If the security option is checked, users and administrators will NOT be able to open the MAG-FILER database with Microsoft Access® to research payers and payee information or to run other reports.

1099 Checklist

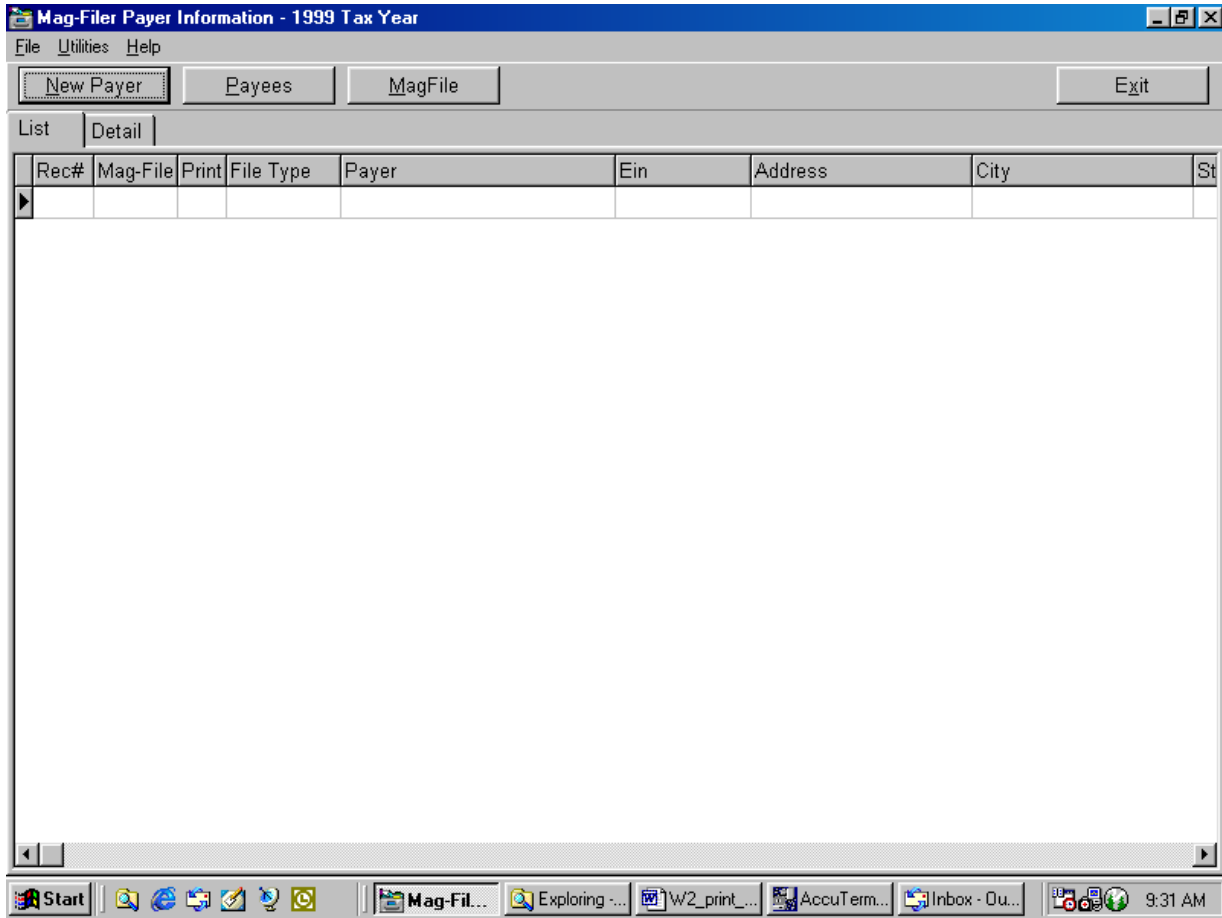
- ❑ Step 1: Load MAG-FILER® on a PC and Create Payer(s).
- ❑ Step 2: Proof/correct 1099s using CMI's TAX software.
- ❑ Step 3: Download 1099 info from CMI's TAX software to MAG-FILER®.
- ❑ Step 4: Import 1099 info into MAG-FILER®.
- ❑ Step 5: Verify imported 1099 data by using reports generated with MAG-FILER®.
- ❑ Step 6: Print 1099s from MAG-FILER® software.



*MAG-FILER® has on-line help that is available by selecting the **Help** drop-down menu.*

STEP 1:

Load the MAG-FILER® software on a PC. When complete, open the application and a screen similar to the following will display:



If this is your first time entering the MAG-FILER® application for this tax year, select the **New Payer** button to enter the necessary information about your agency.

A screen similar to the following will be displayed:

The screenshot shows a software window titled "Mag-File Payer Information". At the top, there is a menu bar with "File", "Utilities", and "Help". Below the menu bar are several buttons: "New Payer", "Payees", "MagFile", "Help", and "Exit". The main area of the window is divided into several sections. On the left, there are tabs for "List" and "Detail". The "Payer Information" section contains fields for "Name", "Address", "City", "State", "Zip", "Fed EIN#", and a checked checkbox for "EIN# (else SSN#)". To the right of these fields is a "Controls" panel with buttons for "Previous", "Next", "Delete", and "Save". Below this is a "Contact" section with fields for "Name", "Title", "Phone #", "Email", and "Fax #". The next section is split into "1099 Only" and "1042S Only" options, each with several checkboxes. The "1099 Only" section includes "Name Control", "Transfer Agent", "Combined Fed/State", "Foreign Corp", and "1098T method change". The "1042S Only" section includes "ProRata", "Nominee", "QI-EIN", "NQI-EIN", and a "Country Code" dropdown menu. Below this is a "W2 Only" section with fields for "Other EIN#", "3rd Party Withholding", "Employment Type", and "Establishment #", along with a checkbox for "Third-Party Sick Pay". The final section is "Transmission Information", which includes a "Filing Type" dropdown, a "State Filing Numbers" button, and checkboxes for "Batch Print" and "Mag File".



A *Payer* record must be completed for each type of form you wish to print. (i.e.: W2, 1099-C, 1099-R, etc.)

SCREEN NOTES

State Enter the two-character abbreviation for your state.

Zip A five- or nine-digit zip code may be entered.

Fed EIN# Enter your agency's Employer Identification Number. This number is assigned by the IRS.

EIN# Check this box, if you entered an EIN# in the **Fed EIN#** field. If you leave this field blank, it will be assumed that a Social Security Number was entered in the **Fed EIN#**.



*When the **EIN#** box is checked, the format of the display in the **Fed EIN#** field will change from ###-##-#### to ##-#####.*

Phone # Not required for 1099 reporting.

1099 Only

Name Control - This is a four-character code that can be found on the mailing label with the 1099 package that is normally sent to payers each December. *If you do not know the code, leave this field blank.*

Foreign Corp - *Leave this check box blank.*

Transfer Agent - *Leave this check box blank.*

Combined Fed/State - *Leave this check box blank.*

1098T method change - *Leave this check box blank.*

1042S Only

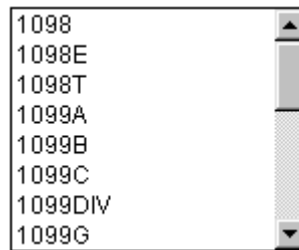
Leave all fields in this section blank.

W2 Only

Other EIN#, 3rd Party Withholding, Employment Type, Establishment # -- Leave these fields blank for 1099s.

Transmission Information

Filing Type Click the drop-down arrow button in order to view the acceptable entries for this field:



Select **1099G**.

To enter your state filing numbers, click the **State Filing Numbers** button. Key in your two-character state abbreviation(s) and your State Identification Number(s). Click **Save/Close**, when you are done.

Batch Print This field should be checked.

Mag File This field is left blank since you will be submitting your magnetic media through the CMI Municipal Income Tax application, not MAG-FILER®.

When you have completed the **Payer** information for the 1099s, click the **Save** button in the **Controls** area of the screen in order to save your input.

Click the **List** tab in order to view the list of current **Payer** records. A sample is shown below.

Rec#	Mag-File	Print	File Type	Payer	Ein	Address	City
2	No	Yes	1099C	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD
4	No	Yes	1099G	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD
1	No	Yes	W2	YOUR AGENCY	10-1011111	500 MAIN STREET	ENGLEWOOD



*The **Rec#** is auto-assigned. If you delete a **Payer** record, that **Rec#** will not appear on your list.*

STEP 2:

Enter any 1099 corrections or additions in 1099 MAINTENANCE. Make sure to print the 1099 PROOF LISTING to proof your entries.



WARNING!!! *MAG-FILER® allows you to make additions or corrections to the printed 1099s. Changes made in MAG-FILER® will not be reflected in the CMI Municipal Income Tax system. If you are filing your 1099s magnetically, you **MUST** make all 1099 additions or corrections that you wish to see reflected in the magnetic file in the CMI Municipal Income Tax system.*

STEP 3:

When you are ready to print 1099s, run 1099 MAG MEDIA and select DOWNLOAD FOR MAGFILER PRINTING in your CMI Municipal Income Tax system in order to create the file to be imported into MAG-FILER®.

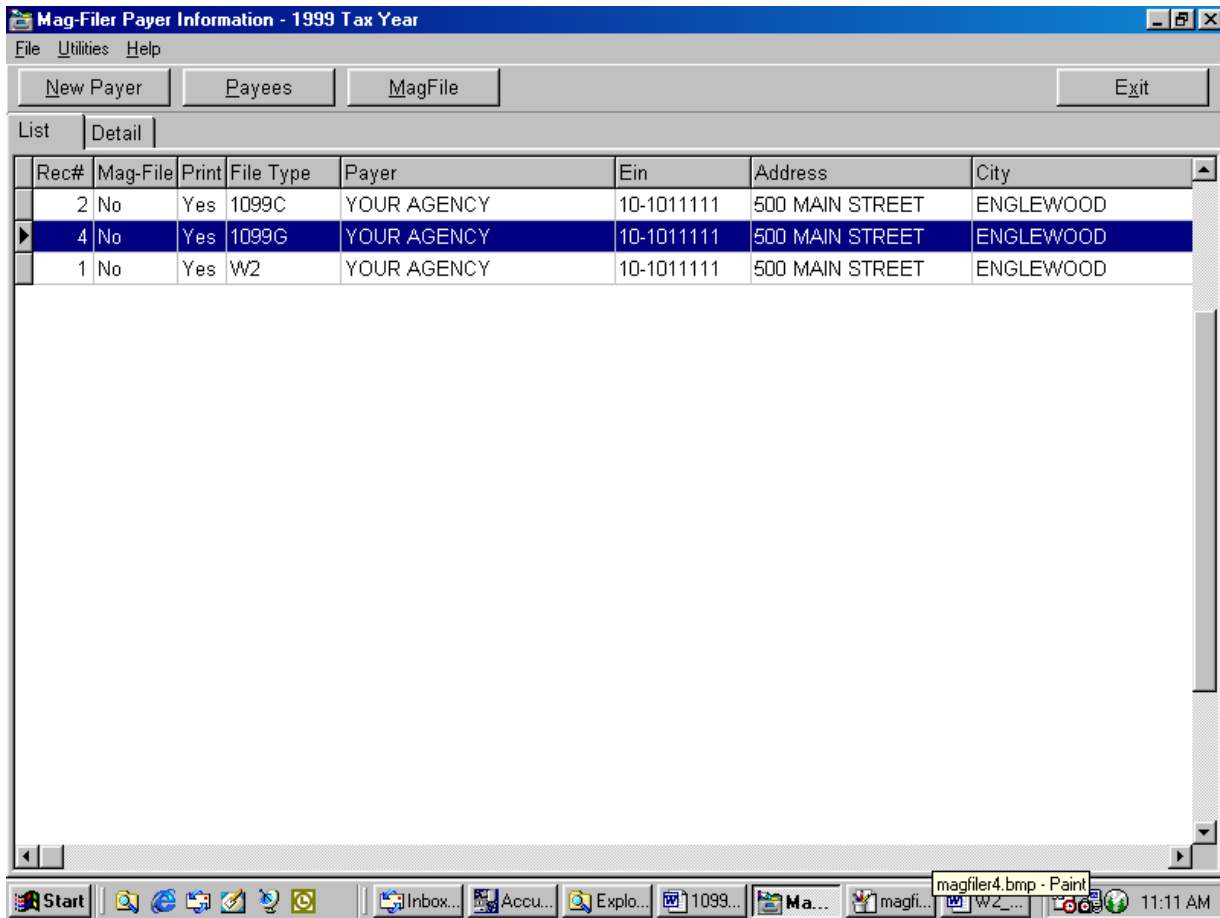
The only fields that you need to complete are **Tax Year** and to enter the Authorization Code; then click **OK**. You will receive a message in a window similar to the following:

File(s) \\[server]\tax\data\CMI1099.DAT created. Copy to diskette with Windows Explorer
--

Click **OK** and then proceed to the next step.

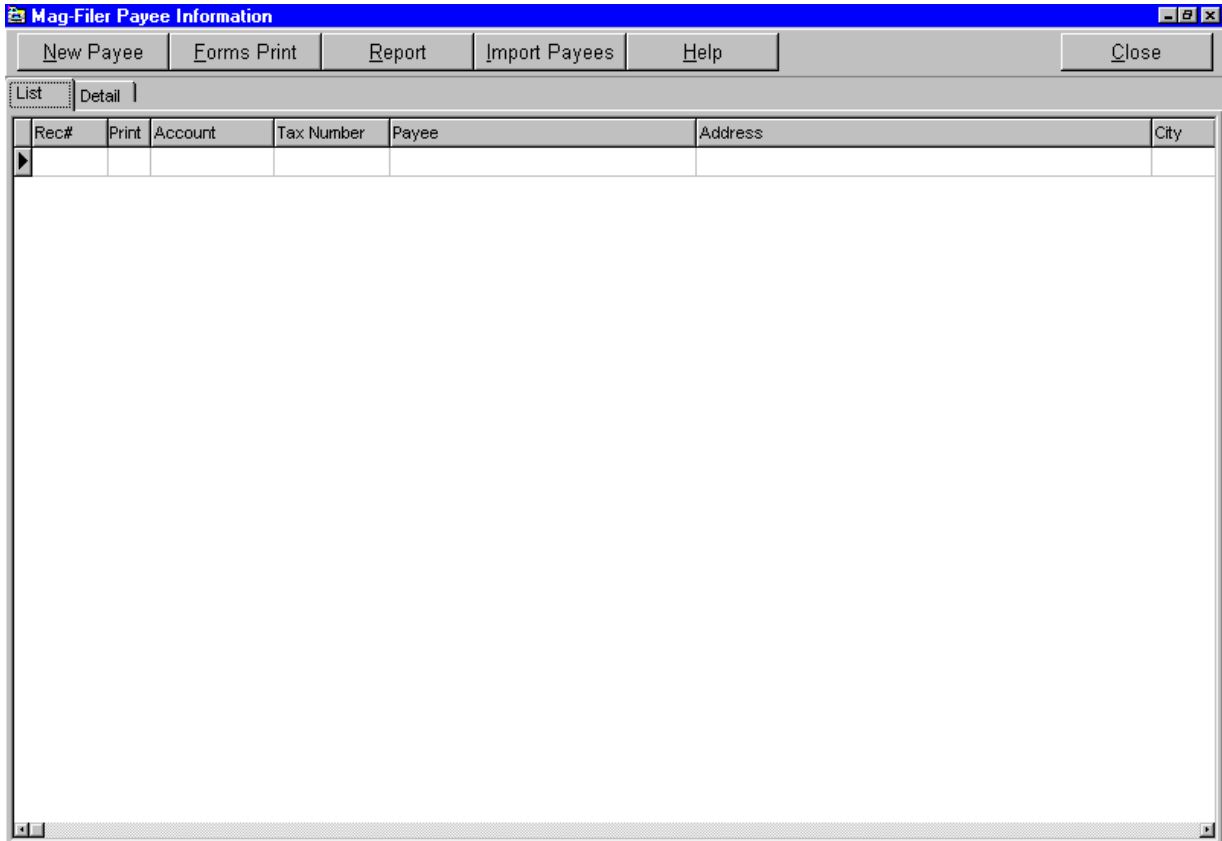
STEP 4:

Open the MAG-FILER® application. A screen similar to the following will be displayed:

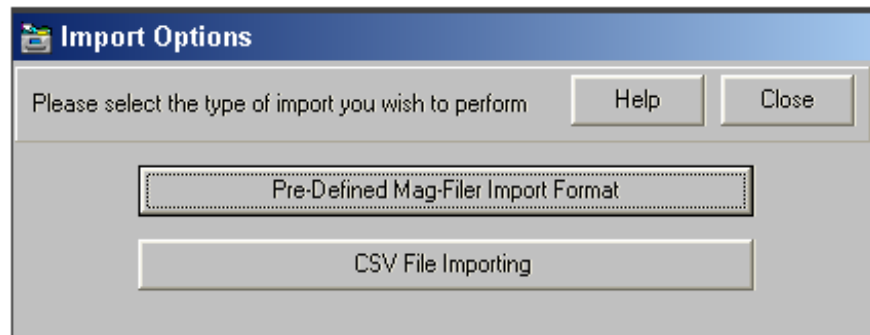


Highlight the **Payer** line for 1099Gs. Click the **Detail** tab and verify that all **Payer** information is correct.

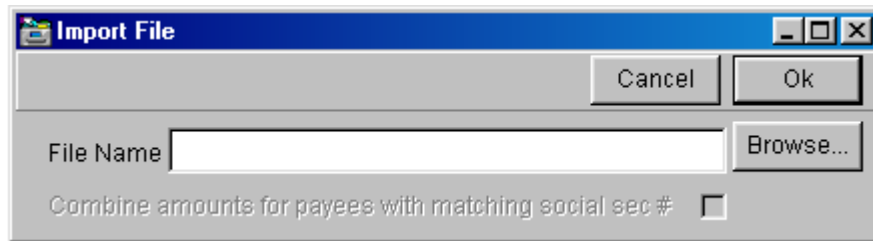
Select the **Payees** button in order to begin the import of the 1099 data. A screen similar to the following will be displayed:



Click the **Import Payees** button. The application will first display an Import Confirmation message similar to the following:



Select Pre-Defined Mag-File Import Format to continue.

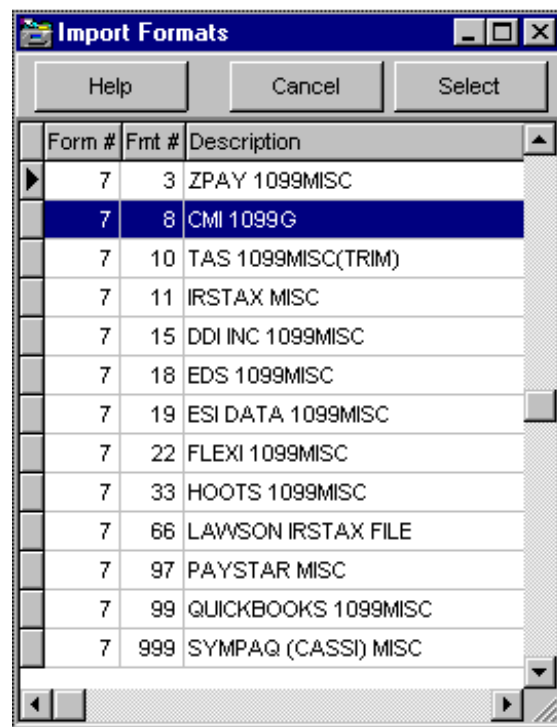


Click the **Browse** button to locate the file. Locate the file and open it. The file selected will appear in the **File Name** window.



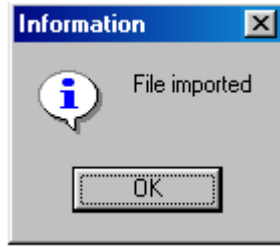
Click **Combine amounts for payee with matching social sec#**, if you wish to have a single 1099 produced for multiple 1099 records with the same Social Security Number.

After you click **Ok**, you will be presented with the following screen to select the import format:



Highlight **CMI 1099G** and click the **Select** button. The file will now be imported.

When the import is complete, the following window will appear:



Click **OK** to continue.

A screen similar to the following will be displayed:

The screenshot shows a window titled 'Mag-File Payee Information - Form 1099G : YOUR AGENCY'. It has a menu bar with 'New Payee', 'Forms Print', 'Report', 'Import Payees', and 'Close'. Below the menu bar are 'List' and 'Detail' tabs. The main area is a table with the following columns: Rec#, Corrected, Print, Account, Tax Number, Payee, Address, and City. The table contains 8 rows of data.

Rec#	Corrected	Print	Account	Tax Number	Payee	Address	City
1	N	N	XXXXXXXX	SSAN	PAYEE NAME	PAYEE ADDRESS	PAYEE CITY
2	N	N		OR FED ID			
3	N	N					
4	N	N					
5	N	N					
6	N	N					
7	N	N					
8	N	N					

This is the list of **Payees** created from the imported file. To view the detail of a record, highlight the record, then select the **Detail** tab.

A screen similar to the following will be displayed:

The screenshot shows a window titled 'Mag-File Payee Information - Form 1099G : CMI'. It has a menu bar with 'New Payee', 'Forms Print', 'Report', 'Import Payees', 'Help', and 'Close'. Below the menu bar are 'List' and 'Detail' tabs. The main area is a form with the following fields and controls:

- Account: [text box]
- TIN #: [text box]
- SSN (else EIN)
- Name: [text box]
- Address: [text box]
- City: [text box]
- State: [text box]
- Zip: [text box]
- Unemployment compensation: [text box]
- ATAA payments: [text box]
- State or local income tax refunds, cred, or offsets: [text box]
- Taxable grants: [text box]
- Above amount for tax year: [text box]
- Agriculture payments: [text box]
- Fed income tax withheld: [text box]
- State or local amount applies to inc. from trade/business:
- Special: [text box]
- Select Print:
- Corrected Return:

On the right side, there is a 'Controls' panel with 'Previous' and 'Next' buttons, and 'Delete' and 'Save' buttons.

You may make corrections to the information to be printed on the individual's 1099s on this screen.

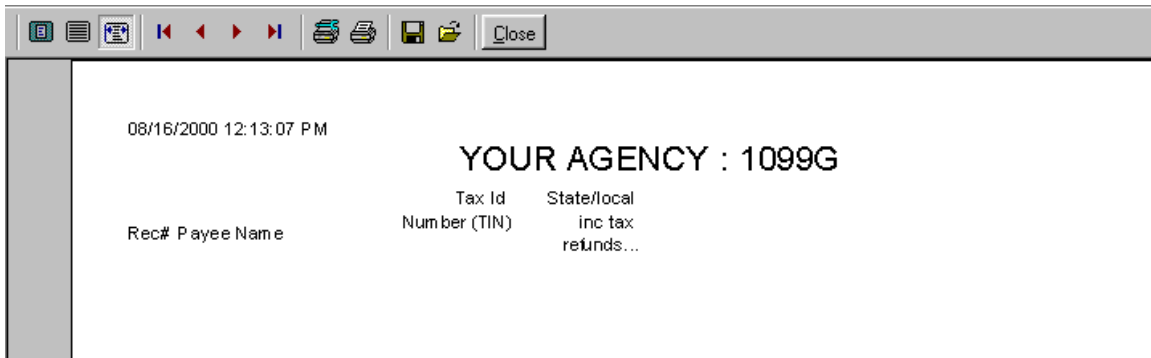


WARNING!!! Changes made in MAG-FILER® will not be reflected in your CMI Municipal Income Tax system and will not appear on any magnetic media created from your CMI Municipal Income Tax system.



If you are printing a corrected 1099 for this payee, click the **Corrected Return** box. This occurs when you have already submitted a return for this payee and are now submitting a correct return. The default is for the **Corrected Return** box to be unchecked.

A report similar to the following will be displayed:



Use the icons at the top of the screen to print or save this report.

STEP 6:


To print the 1099 forms, click the **Forms Print** button, and a screen similar to the following will be displayed:

The screenshot shows the 'Print Format' dialog box with the following settings:

- Which Copy:** Copy B (selected), 1096 (selected).
- Send To:** Screen (selected).
- What to Print:** All Payees (selected), Sorted by: Payee Name.
- Print Control:** Pre-Printed Forms (unchecked).
- Margin Control:** Top Margin: 0, 2nd Form Adv: 0, 3rd Form Adv: 0, Left Margin: 0.



*Make sure that you are assigned to the desired laser printer. If you are not assigned to the proper printer, click **Cancel**, select **Report**, select **Run Report**.*

Select the  (Printer Setup) icon at the top of the screen to change the printer assignment. When you return the **Form Print**, you will be assigned to the new printer.



QUICK TIP

*Before spooling all the 1099s to the printer, it is recommended that you select a payer from the list, then select the desired 1099 copy (under **Which Copy**), select the **Screen** radio button (under **Send to**), and select the **Single Payee** radio button (under **What to Print**). View the 1099 on the screen and see whether it is the format that you wanted. Then select the **Printer** radio button (under **Send to**) and print the form to verify that it is in the correct format before you print **All Payees**.*

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