

January 2014

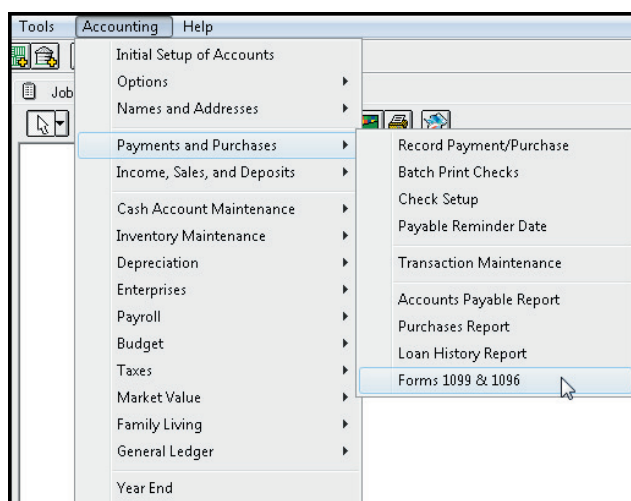
## Farm Works Software Solutions: Electronically Submitting 1099 and 1096 Forms

The Farm Works Software® accounting software allows you to upload your data electronically to the IRS, Social Security Administration, and participating state agencies as part of the IRS combined Federal/State filing program. The service also enables you to have forms printed and then mailed to your employees and/or vendors. This process is done through a third-party solution as described below.

Go to [www.farmworks.efile1.com](http://www.farmworks.efile1.com) to create an account and submit your data. All data can be previewed online prior to submitting.

### Exporting your 1099 forms

1. Select *Accounting/ Payments & Purchases / Forms 1099 & 1096*.



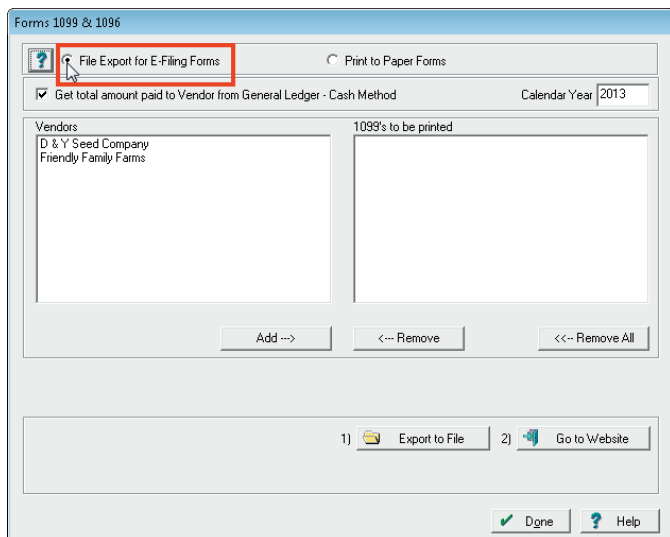
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Farm Works Information Management, A Division of Trimble, P.O. Box 250, Hamilton, IN 46742, USA

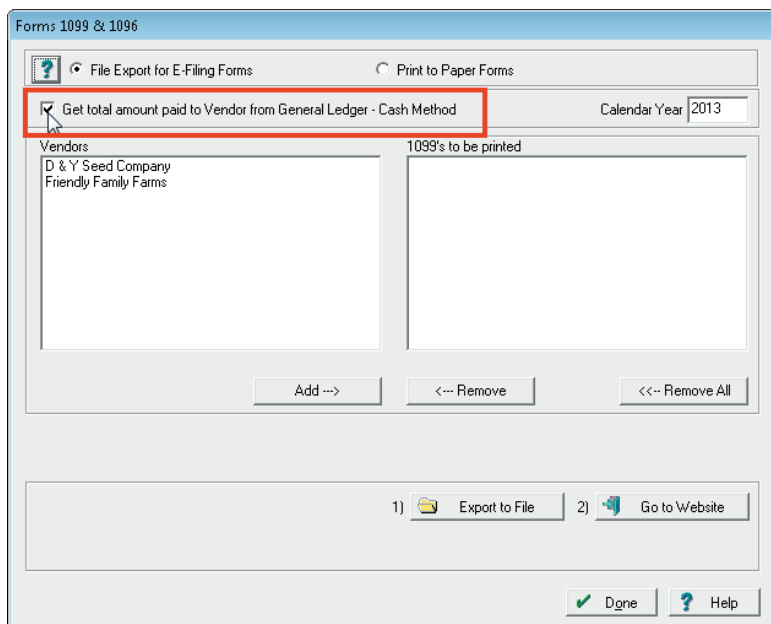
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2. Select the *File Export for E-filing Forms* radio button:



3. The *Get total amount paid to vendor from General Ledger – Cash Method* check box can be used if you want the Farm Works™ software to automatically fill in the amount paid. When you select this option, the software enters the total of all checks to each selected vendor in the *Box 2 Rents* field of the 1099. Use this option **only** if you are certain that all of your payments were for rents and should be entered in this box.



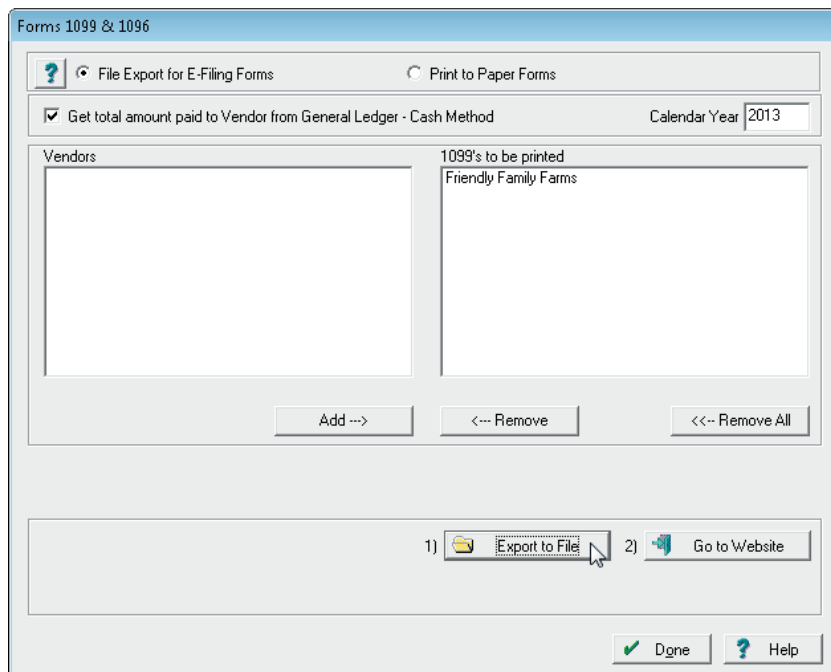
4. Enter a *Calendar Year*. This is the tax year that the forms are being printed for.

5. Select the first *Vendor* and then click **Add**:

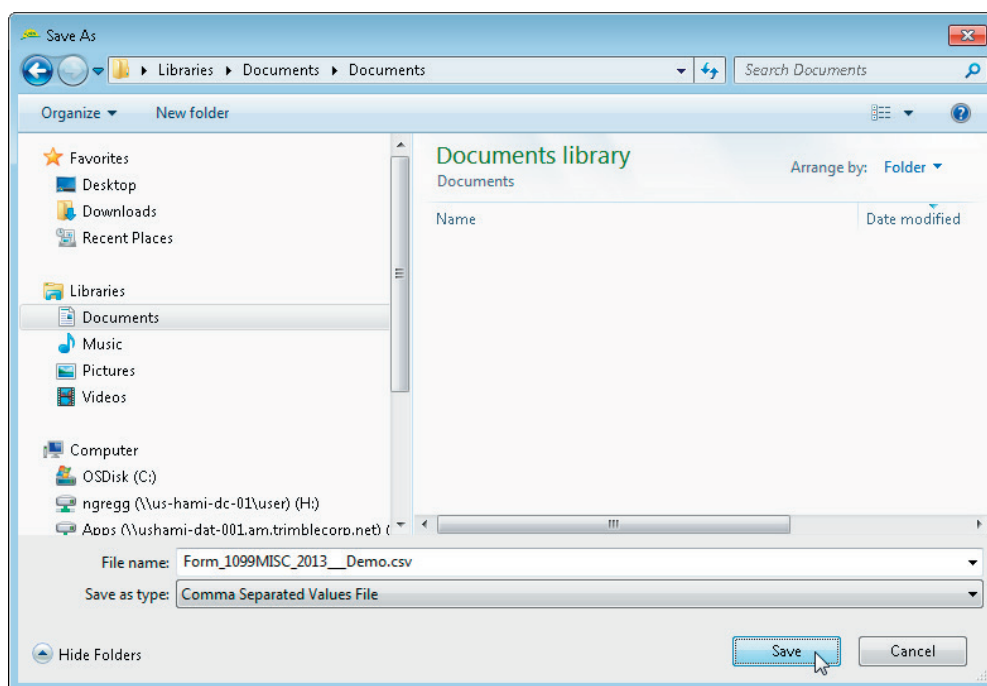
The vendor's *1099* form appears on screen exactly as it will be exported and printed:

6. Review the form carefully, make any required changes and then click **OK**.  
The vendor is added to the *1099's to be printed* list.

7. Repeat Step 3 through Step 6 to add the remaining vendors to the print list and then click **Export to File**:



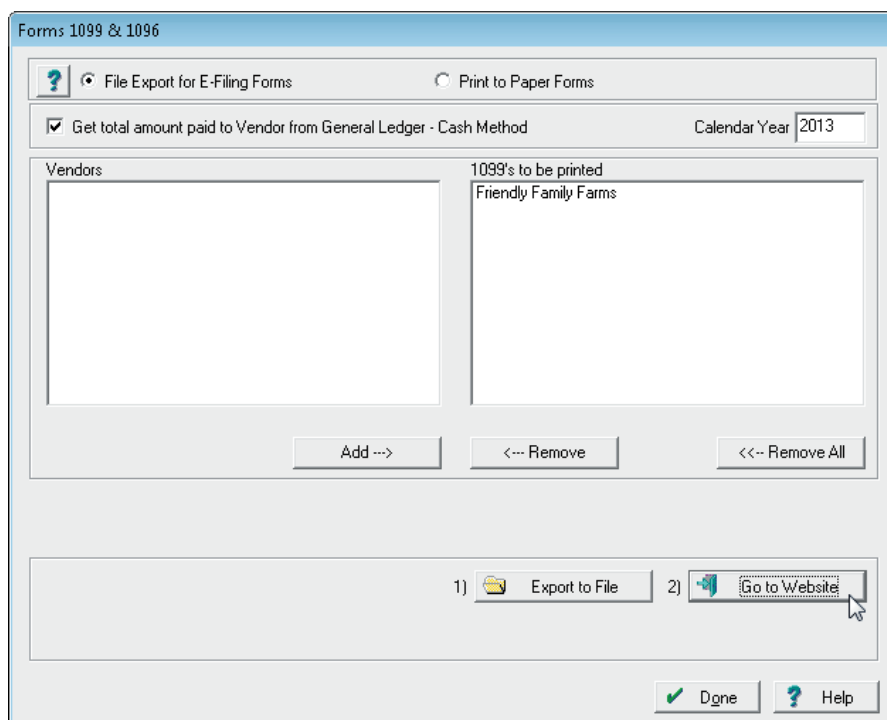
8. In the *Save As* screen, select the location to save the file, enter a *File name* and then click **Save**:



- The program will confirm how many 1099 forms were exported and the exact saved location. Click **OK** to continue:



- In the *1099 & 1096* dialog, click **Go to Website**:



- Log in to [www.farmworks.efile1.com](http://www.farmworks.efile1.com) or create an account using the **Sign Up Now!** option.

## Using the E-file website

- In the navigation bar, click *Filing Center* and then click *Upload File*.
- On the *Upload Information* page, click **Go to Next Step** (lower right-hand side).
- Click **Select** to choose the CSV file you want to import.
- Once you have selected the file, click **Upload Forms**.
- When your file has been uploaded, click **Import Data**. A message, *File imported successfully! There are total of 1 forms imported* appears.
- Click **Submit**.
- Click **Go to Next Step** and then click **Submit** to submit your forms.

After importing your file(s), you will have the opportunity to edit and/or delete forms, and run Summary and Totals reports to confirm your entered amounts are correct. Once you have confirmed your amounts,

complete the checkout process to file your forms. You will need to create an account and use a credit card to pay the charges for the filing services.

You can print copies of any of your filed forms by going to *Filed Forms* in the *Filing Center*.

Once you've filed forms, their progress is tracked on this page. You may view the details of specific filed forms on the Filed Forms page in the Filing Center. You will also have the option to have forms printed and mailed to your employees (saving you time and money) or have the forms emailed to employees.