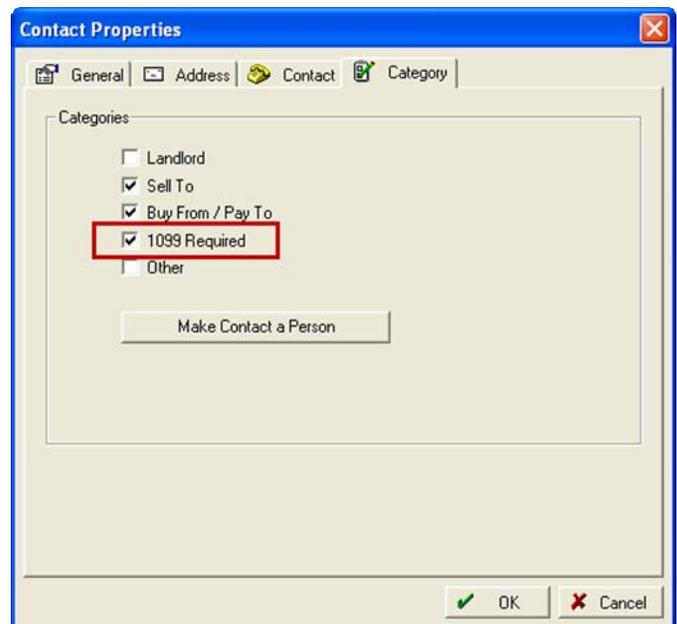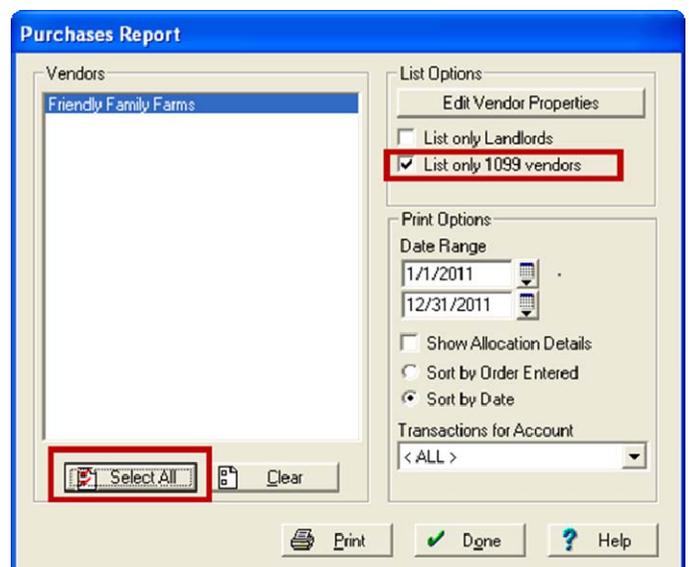# Printing Data on a 1099-Misc Form

Farm Works Versions 2012.03 and higher support printing data on Forms 1099-Misc and the associated Form 1096. Note that you must use pre-printed forms (go to www.farmworks.com and click on "News" then "Links" and go to "Office Software Links" for a list of supported forms companies).

1. All 1099 Vendors must be marks as **1099 Required**.
> A. Select the **Accounting** Menu.
> B. Select **Names and Addresses** and then **Add / Edit Address List.**
> C. Highlight the correct vendor and select **Properties**.
> D. Select the **Category** tab and place a check mark in **1099 Required.**

Contact Properties

General | Address | Contact | Category

Categories
- ☐ Landlord
- ☑ Sell To
- ☑ Buy From / Pay To
- ☑ 1099 Required
- ☐ Other

Make Contact a Person

✔ OK   ✗ Cancel

2. Print a Payments & Purchases report for your 1099 vendors to review that the entries are correct as the total amount on this report is what will be printed on the 1099.
> A. Select the **Accounting** Menu.
> B. Select **Payments and Purchases** and then **Purchases Report.**
> C. Place a check mark next to **List Only 1099 Vendors.**
> D. Enter the correct date range, and then click the option for **Select All** to highlight all the 1099 vendors.
> E. Select the **Print**.

Purchases Report

Vendors
Friendly Family Farms

List Options
Edit Vendor Properties
☐ List only Landlords
☑ List only 1099 vendors

Print Options
Date Range
1/1/2011 .
12/31/2011
☐ Show Allocation Details
○ Sort by Order Entered
● Sort by Date
Transactions for Account
< ALL >

📄 Select All   📄 Clear

🖨 Print   ✔ Done   ? Help

3. Printing 1099s.
    A. Select the **Accounting** Menu..
    B. Select **Payments and Purchases** and then **Print Forms 1099 & 1096.**
    C. Place a check mark next to **Get total amount paid to vendor from General Ledger - Cash Method**
    D. Enter the correct Year.

Print Forms 1099 & 1096

☑ Get total amount paid to Vendor from General Ledger - Cash Method   Calendar Year 2011

Vendors   1099's to be printed
Friendly Family Farms

         Add --->   <--- Remove   <<-- Remove All

Print Adjustment (inches)
                  Horizontal 0.00   Vertical 0.00

1)   Print Plain Paper   2)   Print 1099 Forms   3)   Print Form 1096

                                              ✔ Done   ? Help

4. All of the 1099 vendors will be listed in the Vendors area.

5. Click on a Vendor name and then select the **Add** button. Review the 1099 on screen to insure that all details are correct.

6. After all vendors are in the 1099s to be printed area, select the **Print to Plain Paper** button.

7. Verify that the printing on paper lines up with the forms. Use the horizontal and vertical adjustments if needed and reprint on plain paper until the amounts line up with the forms.

8. Load the forms into your printer and select the **Print 1099 Forms** button.

9. Once the 1099 forms have been printed, select the **Print 1096** button.

10. Review the information on the 1096 and then select **Print to Plain Paper.**

11. Verify that the printing on paper lines up with the forms. Use the horizontal and vertical adjustments if needed and reprint on plain paper until the amounts line up with the forms

12. Load the forms into your printer and select the **Print Form 1096** button.

Form 1096 -- Annual Summary & Transmittal of U.S. Information Returns

FILER'S name: Farm Works Software

Street address: P.O. Box 752

City, State, and ZIP code:

Note — Any changes made on this form will only affect the printed form and will not update any accounting records.

Name of person to contact: John Smith
Telephone number: 260-555-9523

E-mail address: Smith@farmworks.com
Fax number: 260-555-6421

1 Employer ID No.: 35-8897901
2 Social Security No.: 555-88-1234
3 Total number of forms: 1

4 Federal income tax withheld: $0.00
5 Total amt. reported with this form 1096: $3,150.00
If this is FINAL check here. ☐

Select only one option below to indicate the type of form being filed.

- ○ W-2G (32)
- ○ 1097-BTC (50)
- ○ 1098 (81)
- ○ 1098-C (78)
- ○ 1098-E (84)
- ○ 1098-T (83)
- ○ 1099-A (80)
- ○ 1099-B (79)
- ○ 1099-C (85)
- ○ 1099-CAP (73)
- ○ 1099-DIV (91)
- ○ 1099-G (86)
- ○ 1099-H (71)
- ○ 1099-INT (92)
- ○ 1099-K (10)
- ○ 1099-LTC (93)
- ● 1099-MISC (95)
- ○ 1099-OID (96)
- ○ 1099-PATR (97)
- ○ 1099-Q (31)
- ○ 1099-R (98)
- ○ 1099-S (75)
- ○ 1099-SA (94)
- ○ 3921 (25)
- ○ 3922 (26)
- ○ 5498 (28)
- ○ 5498-ESA (72)
- ○ 5498-MSA (27)

Printer Adjustment
Horizontal 0.00
Vertical 0.00

[Print Plain Paper] [Print Form 1096]

✔ Done