1099 Print & File

2010 Version

User's Manual

for the AS/400

A product of

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T A B L E O F C O N T E N T S

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Introduction

The purpose of this manual is to provide you with a step-by-step approach towards using the features of this package as a stand-alone system or in conjunction with your data files. This manual is designed to be used in conjunction with IRS Publication 1220, entitled "Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically". You should receive this publication when you are approved to file. Please consult this publication for detailed information concerning reporting requirements.

This manual will provide you with sufficient information to:

1. Understand the function of each menu option in the package,

2. Perform the installation tasks,

3. Operate the system in an efficient, productive manner, and

4. Import your data file(s) into our format.

Part 1 of this manual, INSTALLATION AND OPERATION, cover all of the above.

Part 2 of the manual, SYSTEM DOCUMENTATION, contains detailed reference material describing the programs, procedures, and menus used in *1099 Print & File*. In rare cases where the import system is not capable of automatically inputting your data, this information will aid a programmer in writing a program to import your data files into our format.

Disclaimer of Warranty

This software and manual are sold as is and without warranties as to the validity of data entered or converted by the user. Acclaim's guarantee is limited solely to the accuracy of the software with respect to the official requirements for producing electronic files for the IRS. Because of the diversity of conditions under which this package may be used, Acclaim Software can assume no liability for the misuse of any part of the package. It is the user's responsibility to insure that the information submitted to the IRS is correct and valid. If the user decides to revise the software and/or convert their data into our file formats, the user should test the program thoroughly before relying on it. Any liability of Acclaim Software will be limited exclusively to product replacement or refund of the purchase price, to the original purchaser only.

Installation Checklist

The entire 1099 Print & File library (named MM1099) is contained on 1 tape or CD.

NEW INSTALLATION:

1. Insert the CD or tape.

2. Enter: RSTLIB SAVLIB(MM1099) DEV(*your device name*)

   (Note: Device name is usually TAP01 for tape and OPT01 for CD)

3. Enter: CALL MM1099/INSTALL

4. To install the PC Components, insert the CD or diskette in your PC.

5. Click 'Start', 'Run', and enter: *drive letter*:\setup
   (Note: Substitute *drive letter* with your CD or diskette drive.)

6. Check the download section of our website at www.acclaim-software.com for any last minute updates/fixes prior to using the software.

INSTALLING A NEW RELEASE:

1. Save the existing *1099 Print & File* library. Mount a tape and key the following:

   Enter: SAVLIB LIB(MM1099) DEV(*your device name*)

2. Rename the existing *1099 Print & File* library to a different name. Key the following:

   Enter: RNMOBJ OBJ(MM1099) OBJTYPE(*LIB) NEWOBJ(MM109908)

3. Insert the CD or tape.

4. Enter: RSTLIB SAVLIB(MM1099) DEV(*your device name*)

   (Note: Device name is usually TAP01 for tape and OPT01 for CD)

5. Enter: CALL MM1099/INSTALL

6. To install the PC Components, insert the CD or diskette in your PC. **If you installed these components last year, it is not necessary to reinstall them and you can skip the next step.**

7. Click 'Start', 'Run', and enter: *drive letter*:\setup
   (Note: Substitute *drive letter* with your CD or diskette drive.)

8. Check the download section of our website at www.acclaim-software.com for any last minute updates/fixes prior to using the software.

When you are satisfied that the new release is operating properly, you can delete the renamed *1099 Print & File* library MM109908.

Getting Started

Once you have installed the MM1099 library, you may sign on to MM1099 using either of two methods. Method one is to sign off of the current session and sign back on to library MM1099, menu MM1099. The second method is to simply enter the command STR1099 while signed on to any library. The following menu should appear.

```
MM1099                    1099 Print & File
                               for 2010

Select one of the following:

                 1. Enter/Update payer data
                 2. Enter/Update payee data
                 3. Print payer/payee data
                 4. Enter/Update transmitter data
                 5. Build electronic file
                 6. Transfer e-file to PC
                 7. Print 1098,1099,5498,W-2G forms
                 8. Print payee labels
                 9. Reset payee file for new year

                50. Go to File Import Menu
                90. Sign OFF

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Selection or command

===>
```

Please note: An organization planning to submit an electronic file should submit a written request to the IRS (Form 4419) for authorization to do so. A five character alpha/numeric Transmitter Control Code will be assigned and included in an acknowledgment letter. After you have received approval to file electronically, you do not need to reapply each year.

The MM1099 menu is numbered in the general order you should follow in generating your e-file.

1. Enter your payer information or import your own payer data into our MM1099PR file format. We recommend that you import your payer data only if you are reporting for several payers.

2. Enter your payee information or import your own payee data into our MM1099PE file format.

3. Print the payer and payee data for verification.
4. Enter information regarding the organization transmitting the data.

Be sure the payment year is entered for the year being reported.

5. Once you have entered all of the necessary information and verified that it is correct, you must build the electronic file.

6. The next step is to transfer the file to your PC. You should also make a backup copy in case of loss or damage of the original during shipment.

7. Transmit your file electronically by March 31,2010.

8. Optionally print 1098, 1099, 5498 or W-2Gs on continuous or laser forms.

9. After you are completely finished with the current year's data and the IRS has confirmed your file, you can reset the amounts in the payee file to zero. Payee names and addresses may be retained.

Please note: Payers whose data will be submitted, must not send the same data to the IRS on paper forms.
Consult IRS Publication 1220 for detailed information regarding submitting corrected returns.

The next few pages of the manual discuss the features of each one of the menu options available.

Enter/Update Payer Data

* Option #1 on the MM1099 menu

Maintain a file of payers who report 1098,1099,5498 or W-2G information to the IRS.

Explanation of screen prompts:

Company number	Enter a 3 digit number to identify this payer. If you plan to output multiple payers on one electronic file, assign company numbers with the same first digit.
Type of return	Enter one of the following return codes: 3=1098, X=1098-C, 2=1098-E, 8=1098-T, 4=1099-A, B=1099-B, 5=1099-C, P=1099-CAP, 1=1099-DIV, F=1099-G, J=1099-H, 6=1099-INT, T=1099-LTC, A=1099-MISC, M=1099-SA, D=1099-OID, 7=1099-PATR, Q=1099-Q, 9=1099-R, S=1099-S, L=5498, V=5498-ESA, K=5498-SA, W=W-2G
Payer taxpayer ID#	Enter the 9 digit employer identification number assigned to the payer. Enter only numeric characters. The number must not be zero. Foreign corporations that are not required to have an EIN, may leave this entry blank.
Payer state ID #	Enter the employer state identification number assigned to the payer. This entry is not required for electronic filing.
Payer name control	Enter the name control found on the label of your 1099 package that you received from the IRS. This package is not to be confused with the electronic filing package. The 1099 package contains instructions for paper filing.
Payer name line 1	Enter the payer's name. This entry must not be blank.
Payer name line 2	If the Transfer Agent prompt is Y, enter the name of the transfer agent. Otherwise, this entry may contain a continuation of the payee's name or blanks.
Transfer agent?	Enter Y if the entity in Payer name line 2 is the transfer agent. Otherwise, leave this entry blank.
Address	If the Transfer Agent prompt is Y, enter the shipping address of the transfer agent. Otherwise, enter the shipping address of the payer.

City, ST Zip	If the Transfer Agent prompt is Y, enter the city, state and zip of the transfer agent. Otherwise, enter the city, state and zip of the payer if this is a U.S. payer.
Payer phone# & ext	Enter the payer's telephone # and extension.
Is payer a foreign entity?	If the payer is located in a foreign country, enter a Y. Otherwise, leave this entry blank.
Last year to file?	Enter Y if this is the last year you will file under this payer name and TIN. Otherwise, leave this entry blank.
Approved for Combined Federal/State filing?	Enter Y if the payer is approved to file in the Combined Federal/State Filing Program. Otherwise, leave this entry blank. If Y, state "K" records will be output in the electronic file for participating states.
Which amounts will be entered	Enter the amount codes that will entered for this form type for this payer. The available codes are listed below the prompt. In most cases, the box numbers on paper information returns correspond with the amount codes used to e-file.
Additional states to be reported	Enter up to 30 alternate state employer IDs and state abbreviations that may be reported for this payer.
State ID#	Enter the alternate state employer ID number.
State	Enter the state abbreviation which corresponds to the state ID number above.

Explanation of command and function keys available:

F3	End the job.
F4	Display an alphabetized directory of all payers that have been entered. You may select a payer from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the payer you want. Then, enter the line number of that payer.
F12	Return to the previous entry screen.
F23	Delete this payer.
HELP key	Displays a help screen.
ROLL UP	Pages the payers or payer directory forward.
ROLL DOWN	Pages the payers or payer directory backward.

Enter/Update Payee Data

* Option #2 on the MM1099 menu

Maintain a file of payees for output of 1098,1099,5498 & W-2G information to the IRS.

Explanation of screen prompts:

Company number	Enter the 3 digit number assigned to the payer of this payee.
Type of return	Enter one of the following return codes: 3=1098, X=1098-C, 2=1098-E, 8=1098-T, 4=1099-A, B=1099-B, 5=1099-C, P=1099-CAP, 1=1099-DIV, F=1099-G, J=1099-H, 6=1099-INT, T=1099-LTC, A=1099-MISC, M=1099-SA, D=1099-OID, 7=1099-PATR, Q=1099-Q, 9=1099-R, S=1099-S, L=5498, V=5498-ESA, K=5498-SA, W=W-2G. This company number, return type combination must be on the payer master file.
Date entered	Enter the date this payee was ADDED/IMPORTED. The default is today’s date.
Payee number	Enter a number (up to 20 characters) to reference this payee. You may use an account number, customer number, etc. Do not enter the taxpayer identification number (TIN).
Taxpayer ID #	Enter the 9-digit taxpayer identification number of the payee. You may enter a social security number or employer identification number. Enter only numeric characters.
2nd TIN notice	This field only appears for Forms 1099-INT, DIV, OID, PATR, MISC, and B. Enter Y if the IRS has notified you twice within 3 calendar years that the payee provided an incorrect taxpayer ID number.
Payee name control	Enter the first 4 letters of the surname of the payee. In the case of a business, use the first 4 letters of the first significant word of the business name.
Payee name line 1	Enter the name of the payee (preferably surname first). If more space is required, utilize the Payer Name Line 2. If there are multiple payees, only the name of the payee whose taxpayer ID # has been provided can be entered in this field. The names of the other payees should be entered in the second payee name line.
Payee name line 2	If the payee name requires more space than is available in the Payee Name Line 1, enter only the remaining portion of the name in this field. If there are multiple payees,

	this field may be used for those payees' names who are not associated with the taxpayer ID # above.
Address	Enter the mailing address of this payee.
City	If the payee resides in the US, enter the city the payee is located in.
State	If the payee resides in the US, enter the valid state abbreviation.
Zip code	If the payee resides in the US, enter the valid 9-digit zip code assigned by the U.S. Postal Service. If only the first five digits are known, enter trailing blanks.
Is payee a foreign entity?	If the payee is located in a foreign country, enter a Y. Otherwise, leave this entry blank.
Type of taxpayer ID#	Enter 1 if the taxpayer ID # is an employer identification number (EIN), or enter 2 if the TIN is a social security number (SSN). If the TIN is unobtainable due to legitimate cause, leave this entry blank. Payers must make every effort to obtain valid TINs for payees reported.
Override withholding state	If this payee's state withholding refers to a state other than the primary payer state, enter the appropriate state abbreviation. This alternate state abbrev. and corresponding employer ID should be entered in the payer record.
Correction?	Enter Y if this is a one transaction correction or the first of a two transaction correction. See IRS Publication 1255 or 1220 for specific instructions on how to file corrected returns.
2nd transaction of a 2-trans. correction?	Enter Y if this is the second transaction of a two transaction correction.
Payment amounts	You are prompted for up to 14 amounts. The prompts are dependent on the amount codes that were selected for this company and return type during payer entry.

The following prompts appear for return type 9 (1099-R).

IRA,SEP,SIMPLE dist. or Roth conversion	Enter Y if reporting a distribution from an IRA, SEP, SIMPLE or Roth conversion.
Percentage of total distribution	If a total distribution is made to more than one person, enter the percentage received by this payee.
Total distribution	Enter Y if the payment in Amount Code 1 is

	a total distribution that closed out the account.
Taxable amount not determined	Enter Y if you CANNOT compute the taxable amount of the payment entered in Amt Code 1.
Percentage of total annuity contract	If an annuity contract is part of a multiple recipient lump-sum distribution, enter the percentage of the total annuity contract.
Year of Designated	Enter the first year (YYYY) a designated Roth contribution was made.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
State distribution	Enter the amount of distribution for this state.
Local income tax withheld	Enter local income tax withheld on this distribution. This entry is optional.
Name of locality	Enter the name of the locality. This entry is optional.
Local distribution	Enter the amount of distribution for this locality.
Distribution code 1	Enter a code 1,2,3,4,5,6,7,8 or 9 to identify a distribution category.
Distribution code 2	Enter a code A,D-G,J,L,N,P-T,W,1,2 or 4 to identify a distribution category.

The following prompts appear for return type A (1099-MISC).

Direct sales of $5000 or more?	Enter Y to indicate direct sales of $5000 or more of consumer products to a person on a buy-sell, deposit-commission, or any other commission basis for resale anywhere other than in a permanent retail establishment. Otherwise, leave this entry blank.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type F (1099-G) and amount code 2.

Refund is for tax year refund,credit,	Enter the tax year for which the or offset was issued.
Income tax refund from income trade or business?	Enter Y to indicate the state or local Tax refund, credit, or offset applies to income from a trade or business. Otherwise, leave this entry blank.

State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type W (W-2G).

Type of wager	Enter the category for the type of wager (1-9).
Date won	Enter the date of the winning event.
Transaction number	Enter the ticket number, card number, machine serial number or any other information that will help identify the winning transaction.
Race or Game	Enter the race (or game) applicable to the winning ticket.
Cashier	Enter the initials of the cashier and/or the window number making the winning payment.
Window	Enter the location of the person paying the winnings.
First ID	Enter the first identification number of the person receiving the winnings.
Second ID	Enter the second identification number of the person receiving the winnings.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 4 (1099-A).

Lender's date of acquisition or knowledge of abandonment	Enter the date of the acquisition of the secured property or the date that the property was abandoned. (YYYYMMDD)
Borrower's liability?	Enter a Y if the borrower is personally liable for repayment of the debt. Otherwise leave this entry blank.
Description of property	Enter a brief description of the property.

The following prompts appear for return type B (1099-B).

Gross proceeds indicator	Enter 1 for gross proceeds, or 2 for gross proceeds less commissions and option premiums
Date of sale	Enter the trade date of transaction. (YYYYMMDD)
Description of item	Enter a brief description of the item or

or service	services for which the proceeds are being reported.
CUSIP number	If amount code 2 (stocks, bonds, etc.) is entered, enter the CUSIP number of the items reported.
Number of shares exchanged	Enter the number of shares of the corporation's stock which were exchanged in the transaction.
Class of stock	Enter the class of stock that was exchanged.
Corporation name and addr	Enter the corporation name and address
Description of item or service service	Enter a brief description of the item or for which the proceeds are being reported.
Shareholder cannot take on loss on tax return	Enter Y if shareholder cannot take a loss tax return.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 5 (1099-C).

Date the debt was cancelled	Enter the date when the debt was cancelled. (YYYYMMDD)
Was debt discharged in bankruptcy?	Enter a Y if the debt was discharged in bankruptcy. Otherwise leave this entry blank.
Description of debt	Enter a description of the origin of debt.
Is Payee personally liable for debt ?	Enter a Y if the borrower is personally liable for the loan amount.

The following prompts appear for return type D (1099-OID).

Description of obligation	Enter a brief description of the obligation for which the proceeds are being reported.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type S (1099-S).

Date of closing	Enter the closing date. (YYYYMMDD)
Address or legal desc. transferred	Enter the address of the property or a legal description of the property.

Property or services received?	Enter Y if transferor received or will receive property (other than cash) or services as part of the consideration for the property transferred.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 1 (1099-DIV).

Foreign country	If foreign tax is entered, enter the foreign country or U.S. possession to which the tax applies.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 6 (1099-INT).

Foreign country	If foreign tax is entered, enter the foreign country or U.S. possession to which the tax applies.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 7(1099-PATR) and amount code 6.

Title of other pass-through credit	Enter the title of the credit reported in Amount Code 6.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type L (5498).

IRA, SEP, or SIMPLE?	Enter 1 if reporting a rollover or Fair Market Value from an IRA, 2 if reporting a SEP, 3 if reporting a SIMPLE, 4 if reporting a Roth IRA. Otherwise,leave blank
Reporting a RMD?	Enter Y if reporting a RMD (Required Minimum Distribution) for next year?
RMD distribution date for 2010 ?	(YYYYMMDD) Ex. Jan. 5, 2010 = 20100105

Postponed contribution year	(YYYY) Ex. 2010 or leave blank
Repayment Code	If a repayment amount is entered : QR=Qualified Reservist DD=Designed Disaster
Combat Zone indicator	Enter 2 letter combat zone JG=Joint Guard, IF=Iraqi Freedom AF=Allied Force, EF=Enduring Freedom JE=Joint Endeavor
Contribution amount	Amount of U.S. forces combat zone contribution
Contribution tax year	Year (YYYY) of combat zone contribution

The following prompts appear for return type K (5498-SA).

Information from HAS, Archer MSA, M+C MSA	Enter 1 for an HSA. Enter 2 for an Archer MSA. Enter 3 for a Medicare + Choice MSA.

The following prompts appear for return type T (1099-LTC).

Type of payment	Enter 1 for per diem, or 2 for reimbursed amount.
Taxpayer ID# of insured	Enter the taxpayer ID number of the individual for whom the benefits are being paid.
Name of the insured	Enter the name of the individual.
Address of the insured	Enter the address of the insured.
City, State, Zip of the insured	Enter the city, state and zip of the insured.
Status of illness	Enter 1 if chronically ill, or 2 if terminally ill.
Date certified	Enter the date of a doctor=s certification of the status of the insured=s illness.(YYYYMMDD)
Qualified contract?	Enter Y if qualified long-term care insurance contract.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type M (1099-SA).

Distribution code — Enter a code 1,2,3,4,5 or 6 to identify a

	distribution category.
Distribution from a Medicare+Choice MSA?	Enter Y if the distribution is from a Medicare+Choice MSA.
Information from HAS, Archer MSA, M+C MSA	Enter 1 for an HSA. Enter 2 for an Archer MSA. Enter 3 for a Medicare + Choice MSA.
State income tax withheld	Enter any state income tax withheld. This entry is optional.
Local income tax withheld	Enter any local income tax withheld. This entry is optional.

The following prompts appear for return type 2 (1098-E).

Origination Fees/ Capitalized Interest?	Enter Y if Amt Code 1 includes loan origination fees and/or capitalized interest.

The following prompts appear for return type 8 (1098-T).

Have you changed your reporting method for 2007?	Enter Y if you have changed your method of reporting from received to/from billed.
Box 1 or 2 includes amts for Jan-Mar 2010	Enter Y if payments received or amounts billed relate to academic period Jan-Mar 2010.
Student carrying half time load?	Enter Y if student is carrying at least one half the normal full time work load.
Graduate student?	Enter Y if student is enrolled exclusively in a graduate level program.

The following prompts appear for return type Q (109Q-Q).

Trustee to trustee rollover	Enter Y if reporting a trustee to trustee rollover.
Type of tuition payment	Enter 1 if private payment. Enter 2 if state payment. Enter 3 if Coverdell ESA. Otherwise, leave this entry blank.
Recipient is NOT the designated beneficiary	Enter Y if the recipient is not the designated beneficiary.

The following prompts appear for return type P (1099-CAP).

Date of exchange	Enter the date the stock was exchanged for cash, stock in the successor corporation, or other property received. (YYYYMMDD)
Number of shares exchanged	Enter the number of shares of the corporation’s stock which were exchanged in the transaction.
Class of stock	Enter the class of stock that was exchanged.

The following prompts appear for return type J (1099-H).

Number of months eligible	Enter the number of months you are eligible

for advance payments	for health insurance advance payments.

The following prompts appear for return type X (1098-C).

Payment is arms length trans. to unrelated party?	Enter Y if payments in Amt Code 4 is an arm's length transaction to an unrelated party.
Transfer after improvements?	Enter Y if vehicle will not be transferred for money, other property, or services before completion of material improvements or significant intervening use.
Transfer below fair market value?	Enter Y if vehicle is transferred to a needy individual for significantly below fair market value.
Make, model, year	Enter the make, model and year of vehicle.
Vehicle or other ID# of vehicle	Enter the vehicle or other identification number of the donated vehicle.
Vehicle description	Enter a description of material improvements or significant intervening use and duration of use.
Date of contribution	Enter the date the contribution was made to an organization. (YYYYMMDD)
Donee provided goods or services in exchange?	Enter Y if the donee provided goods or services in exchange for vehicle.
Intangible religious benefits in exchange?	Enter Y if the intangible religious benefits were provided in exchange for vehicle.
Deduction of $500 or more cannot be claimed?	Enter Y if the under law doner cannot claim a deduction of more than $500 for vehicle.
Date of sale	Enter the date of sale. (YYYYMMDD)
Description of goods or services received	Enter a description of any goods or services received in exchange for vehicle.

Explanation of command and function keys available:

F3	End the job.
F4	Display an alphabetized directory of all payees.
F12	Return to the previous entry screen.
F23	Delete this payee.
HELP key	Displays a help screen.
ROLL UP	Pages the payees or payee directory forward.

ROLL DOWN   Pages the payees or payee directory backward.

Print Payer/Payee Data

* Option #3 on the MM1099 menu

Prints an edit from the payer and payee files for selected company numbers. This edit should be used to verify your data prior to building the electronic file. **Payees with zero in all amount fields will not print.**

Explanation of screen prompts:

Company number(s) to print	Enter *ALL to print all payers and payees on file. Enter a single number followed by XX to print data for those companies that begin with that number. For example, to print an edit for companies 101-109, enter 1XX. Enter a company number to print only that payer's data. The default is *ALL.
Combine matching taxpayer ID#s	Enter *YES to combine amounts for payees that have matching taxpayer ID numbers. Name and address information will be taken from the first payee in the group. The default is *NO.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time.

Explanation of command and function keys available:

F3	Cancel this job.

Enter/Update Transmitter Data

* Option #4 on the MM1099 menu

Maintain transmitter and basic authorization information.

Explanation of screen prompts:

Payment year	Enter the year for which the report is being prepared. **Update each year.**
Transmitter control code	Enter the five character code assigned to you by the IRS.
Transmitter EIN	Enter the employer identification number of the transmitting organization. Enter only numeric characters. This number must not be zero.
Transmitter name	Enter the name of the organization transmitting the file.
Is transmitter a foreign entity?	If the transmitter is located in a foreign country, enter a Y. Otherwise, leave this entry blank.
Person to contact	Enter the name of the person to contact about the electronic files.
Telephone number	Enter the telephone number of the person to contact.
Contact email address	Enter the email address of the person to contact.
File Return Company name	Enter the name of the organization to which the file should be returned.
Address	Enter the street address for return of the file.
City, ST Zip	Enter the file return city, state, and zip code.

Explanation of command keys available:

F3	End the job.

Build Electronic File

* Option #5 on the MM1099 menu

Build electronic file for the IRS.

This step will create a file named IRSTAX.

Please note: The IRS no longer accepts diskettes or tape. The PC file can be filed electronically using the IRS's e-file service.

Explanation of screen prompts:

Company number(s) to use	Enter *ALL to use all payers and payees on file. Enter a single number followed by XX to use data for those companies that begin with that number. For example, to build a file for companies 101-109, enter 1XX. Enter a company number to use only that payer's data. The default is *ALL.
Transmittal type (O,C,R,T)	Enter whether the data in this shipment is an (O)riginal, (C)orrection, (R)eplacement, or (T)est file.
Combine matching taxpayer ID#s	Enter *YES to combine amounts for payees that have matching taxpayer ID numbers. Name and address information will be taken from the first payee in the group. The default is *NO.
Use "Amount to Report" limits	Enter *YES to output only those records that meet or exceed the 'required to file' dollar minimums. Otherwise, enter *NO to output all.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Explanation of command and function keys available:

F3 Cancel this job.

Transfer e-File to PC

* Option #6 on the MM1099 menu

Transfers the electronic file (IRSTAX), that was created in #5, to the PC.

Explanation of screen prompts:

Delete file after transfer — If you wish to Delete the electronic file from disk after the transfer, enter *YES. Otherwise, enter *NO. You may want to keep The file on disk until you have saved a copy. The default is *YES.

PC Drive/Directory Path — Enter the PC drive and path (without trailing backslash). For example, to copy the e-file to the TEMP directory on the C: drive, enter C:\TEMP

Explanation of command keys available:

F3 — Cancel the job.

When complete, you should have a file named IRSTAX on your PC. This file can be electronically uploaded to the IRS via their FILE system (Filing Information Returns Electronically). Please refer to IRS's Publication 1220 for detailed instructions in using this service. This publication can also be downloaded from our website at www.acclaim-software.com in the Support/Documentation section.

Please note: This step requires the installation of the PC components that were included on your installation media. It was designed to function with, and requires the installation of iSeries Access (Client Access) on the PC running this step. If you have iSeries Access installed on your PC, yet are running a different form of emulation, this option may not function properly. We have also included an iSeries Access transfer request with our PC Components. This file is named IRSTAX.TTO and is located in the MM1099 directory on your PC. If you experience difficulties in running this menu option, you may use open the 'transfer request' file and manually run the transfer from within iSeries Access. If your PC is connected via Twinax emulation, you must manually transfer using this IRSTAX.TTO file.

Print 1098,1099,5498,W-2G Forms

* Option #7 on the MM1099 menu

Prints 1098, 1099, 5498, or W-2Gs on 1-wide paper forms or preprinted laser or blank laser forms w/overlay for selected company numbers.

To print 1099 forms on blank preprinted tax forms, you must have a printer configured to print overlays.

There are two options: either an IPDS printer configured as AFP "YES" or a PCL-compatible laser printer configured for Host Printer Transform (HPT). Just check the device description and, if need be, change the TRANSFORM parameter to *YES. you should also make sure you have the latest PTFs installed on your system, especially any AFP-related PTFs.

Explanation of screen prompts:

Company number(s) to print	Enter *ALL to print all payers and payees on file. Enter a single number followed by XX to print forms for those companies that begin with that number. For example, to print an edit for companies 100-199, enter 1XX. Enter a company number to print only that payer's data. The default is *ALL.
Form type to print	Enter one of the following form codes to print: 3=1098, X=1098-C, 2=1098-E, 8=1098-T, 4=1099-A, B=1099-B, 5=1099-C, P=1099-CAP, 1=1099-DIV, F=1099-G, J=1099-H, 6=1099-INT, T=1099-LTC, A=1099-MISC, M=1099-SA, D=1099-OID, 7=1099-PATR, Q=1099-Q, 9=1099-R S=1099-S, L=5498, V=5498-ESA, K=5498-SA, W=W-2G
1-wide or laser forms	Enter 1 to print on 1-wide forms, or enter L to print on preprinted or blank laser forms. The default is 1-wide.
Overlay (if blank laser forms)	See Appendix A for a list of valid form overlays for printing forms and data onto blank perforated tax forms. Leave this entry blank for preprinted laser forms.
Combine matching taxpayer ID#s	Enter *YES to combine amounts for payees that have matching taxpayer ID numbers. Name and address information will be taken from the first payee in the group. The default is *NO.
Use "Amount to Report" limits	Enter *YES to print only those forms that meet or exceed the

	'required to file' dollar minimums. Otherwise, enter *NO to print all.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3	Cancel this job.

Print Payee Labels

* Option #8 on the MM1099 menu

Prints payee labels for selected companies.

Explanation of screen prompts:

Company number(s) to print	Enter *ALL to print all payers and payees on file. Enter a single number followed by XX to print data for those companies that begin with that number. For example, to print an edit for companies 101-109, enter 1XX. Enter a company number to print only that payer's data. The default is *ALL.
Combine matching taxpayer ID#s	Enter *YES to combine amounts for payees that have matching taxpayer ID numbers. Name and address information will be taken from the first payee in the group. The default is *NO.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3	Cancel this job.

Reset Payee File for New Year

* Option #9 on the MM1099 menu

Sets amounts in the payee file to zero and optionally retains payee names and addresses. This step should be done after all e-files are prepared or before the next year's data is to be entered.

Please note: Acclaim Software recommends that you backup the master files each year prior to resetting. This backup may prove useful if you are later audited.

Explanation of screen prompts:

Company number(s) to use	Enter *ALL to reset all payees on file. Enter a single number followed by XX to reset payees for those companies that begin with that number. For example, to reset companies 100-199, enter 1XX. Enter a company number to reset only that payer's data. The default is *ALL.
Retain payee names and addresses	Enter *YES to keep the payee names and addresses from last year. Enter *NO to clear names and addresses in addition to setting amounts to zero. The default is *YES.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Explanation of command keys available:

F3 Cancel the job.

Recommended Guidelines

Acclaim Software recommends that you follow these guidelines should you decide to import your data into our file formats.

- If you wish to import your data file(s), it is best to use our exclusive import program generator. You may also write a custom program to perform that function. If you do decide to write your own custom program, please remember that future releases of this package may require you to make changes to your custom program.

- The most simple approach is to use our import program generator, which is discussed in the next few pages on this manual. The RPG programs that are generated will suffice in most cases. However, there are some user file structures that may require further modification of the generated RPG program. If your files are designed in such a way that an import program cannot be generated by our import program generator, you must either write your own import program or manually enter your data.

- If you decide to write your own import program(s), your program(s) should add to the MM1099PR and/or MM1099PE files and should follow the file layouts exactly. You should assign company numbers, return types and payee numbers to your records so that each record is unique.

- Once your data is imported, you may revise the data using options 1 and 2 on the MM1099 menu.

- All files included in this system are externally defined. The specifications for each of the master files is included at the end of this manual. You may want to use these specifications for creating special reports or files using Query, or for converting a PC file using Client Access.

Please note: If your payee information is located in two or more files, you should create two or more import programs. The only requirement is that all user files contain a common payee number. As each import program is run, matching payee information will be combined in the MM1099PE master file. For example, one import program might import payee name and address data, and a second import program might import the year-to-date distribution amounts for these same payees.

Special tip: After importing, if you discover errors in the field positions that you input to the import program generator, you may wish to reset the file using menu option #10, recreate the import program, and run the import again.

Create Payer Import Program

* Option #1 on the IMPORT menu

Enter user file information and build RPG program for importing payer data.

Menu option #20 will display or print field descriptions for externally defined files. These descriptions include field position offsets to aid you in entering the "From and To Field Positions" for your file to be imported.

Explanation of entry fields:

Program name	Enter the name of the RPG program to be created. **DO NOT use a program name that begins with MM.**
Program description	Enter a brief description of this import program.
File name	Enter the name of your file that contains the payer data to be imported. DO NOT use a period in this file name. A file label may be entered when the import program is run.
Record length	Enter the record length of your data file.
From and To Field Positions	Enter the "From" and "To" field positions for the various items that your file contains.
Packed/Binary	For the numeric fields, enter P if this field in your file is packed or enter B if this item is binary. Otherwise, leave this entry blank.

Special considerations:

Company number	You must either enter the field positions of a company number field in your data, or you must enter a starting company number. For example, if you enter a starting number of 100, the first record in your input file will be imported as company number 100, the second record as 101, the third as 102, etc.
Payer taxpayer ID#	If you choose to import this item, your data may be stored as 63-1234567 or it may be stored as 631234567. If the payer's EIN in your file contains a hyphen, you should enter Y for the prompt "Are hyphens included?". Otherwise, leave that entry blank.

Explanation of command keys available:

F3	End the job.
F4	Display an alphabetized directory of all payer import programs that have been entered. You may select a program from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the import program you want. Then, enter the line number of that program.
F12	Return to previous entry screen.

Run Payer Import Program

* Option #2 on the IMPORT menu

Import payer data from user file into Payer master file (MM1099PR).

Explanation of screen prompts:

Program name	Enter the name of the RPG import program that was created.
User file name to import	Enter the name of your file which contains the data to be imported. The default is the file name that you entered when the import program was created.
Library	Enter the library name for this file. The default is *LIBL.
Select records from user file	Enter *YES if you wish to select certain records from your user file for importing. The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer the IBM Query User's Guide for detailed instructions.)
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3	Cancel this job.

Create Payee Import Program

* Option #3 on the IMPORT menu

Enter user file information and build RPG program for importing payee data.

Menu option #20 will display or print field descriptions for externally defined files. These descriptions include field position offsets to aid you in entering the "From and To Field Positions" for your file to be imported.

Explanation of entry fields:

Program name	Enter the name of the RPG program to be created. DO NOT use a program name that begins with MM.
Program description	Enter a brief description of this import program.
File name	Enter the name of your file that contains the payee data to be imported. DO NOT use a period in this file name. A file label may be entered when the import program is run.
Record length	Enter the record length of your data file.
From and To Field Positions	Enter the "From" and "To" field positions for the various items that your file contains.
Decimal Positions	For the numeric amount fields, enter the number of decimal positions that are used in your file for this item.
Packed/Binary	For the numeric fields, enter P if this field in your file is packed or enter B if this item is binary. Otherwise, leave this entry blank.

Special considerations:

Company number	You must either enter the field positions of a company number field in your data, or you must enter a company number to use. For example, if you enter a company number of 100, all records in your input file will be imported as company number 100.
Payee number	You must either enter the field positions of an payee number field in your data, or you must enter a starting payee number. For example, if you enter a starting number of 000000010, the first record in your input file will be imported as payee number 10, the second record as 11, the third as 12,etc.

Taxpayer ID #	If you choose to import this item, your data may be stored as 63-1234567 or it may be stored as 631234567. If the taxpayer ID# in your file contains a hyphen, you should enter Y for the prompt "Are hyphens included?". Otherwise, leave that entry blank.
Direct sales (1099-MISC)	If you choose to import this item, the amount itself will not be imported. If the amount is $5000 or more, the direct sales entry for this payee will be set to Y when your import program is run.

Explanation of command keys available:

F3	End the job.
F4	Display an alphabetized directory of all payee import programs that have been entered. You may select a program from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the import program you want. Then, enter the line number of that program.
F12	Return to previous entry screen.

Run Payee Import Program

* Option #4 on the IMPORT menu

Import payee data from user file into Payee master file (MM1099PE).

Explanation of screen prompts:

Program name that	Enter the name of the RPG import program was created.
User file name to import the file program	Enter the name of your file which contains data to be imported. The default is the name that you entered when the import was created.
Library	Enter the library name for this file. The default is *LIBL.
Select records from user file	Enter *YES if you wish to select certain records from your user file for importing. The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer the IBM Query User's Guide for detailed instructions.)
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is

*NO.

Explanation of command and function keys available:

F3	Cancel this job.

Payer Master File

This file contains one record for every payer entered.

File Name: MM1099PR
Record Format: PRREC
Key Field(s): COMPNO, TYPE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	COMPNO	3	3,0	Company number
A	TYPE	1	1	Type of return
P	EIN	5	9,0	Payer taxpayer ID#
A	PRNCTL	4	4	Payer name control
A	PRNAM1	40	40	Payer name line 1
A	PRNAM2	40	40	Payer name line 2
A	PRADDR	40	40	Payer address
A	PRCITY	40	40	Payer city
A	PRSTAT	2	2	Payer state
A	PRZIP	9	9	Payer zip code
A	PRFORN	1	1	Foreign corporation? (Y/blank)
A	TAGENT	1	1	Transfer agent in Name 2? (Y/blank)
A	AI	14	14	Amount indicators (1-9,A-E)
A	STEIN	10	10	Payer state ID number
A	FSFILE	1	1	Combined Federal/State filer? (Y/blank)
A	LSTFIL	1	1	Last year to file under name/TIN? (Y/blank)
A	ID01-20	200	10(30)	Alternate state employer IDs
A	ST01-20	40	2(30)	Alternate state abbrev.
A	PRPHON	15	15	Payer telephone# & ext.

Payee Master File

This file contains one record for every payee entered.

File Name: MM1099PE (Logical file)
Record Formats: PAREC, PBREC, PDREC, PFREC, PJREC, PKREC, PLREC, PMREC, PPREC, PQREC, PSREC, PTREC, PVREC, PWREC, PXREC, P1REC, P2REC, P3REC, P4REC, P5REC, P6REC, P7REC, P8REC, P9REC
Key Field(s): COMPNO, TYPE, PENUM

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	COMPNO	3	3,0	Company number
A	TYPE	1	1	Type of return
A	PENUM	20	20	Payee number
A	PENCTL	4	4	Payee name control
P	TIN	5	9,0	Taxpayer ID number
A	PENAM1	40	40	Payee name line 1
A	PENAM2	40	40	Payee name line 2
A	PEADDR	40	40	Payee address
A	PECITY	40	40	Payee city
A	PESTAT	2	2	Payee state
A	PEZIP	9	9	Payee zip code
A	PEFORN	1	1	Foreign addr? (Y/blank)
A	TINTYP	1	1	Type of TIN (1=EIN, 2=SSN, blank=N/A)
A	CORECT	1	1	Corrected return? (Y/blank)
P	AMT1	7	12,2	Payment amount 1
P	AMT2	7	12,2	Payment amount 2
P	AMT3	7	12,2	Payment amount 3
P	AMT4	7	12,2	Payment amount 4
P	AMT5	7	12,2	Payment amount 5
P	AMT6	7	12,2	Payment amount 6
P	AMT7	7	12,2	Payment amount 7
P	AMT8	7	12,2	Payment amount 8
P	AMT9	7	12,2	Payment amount 9
P	AMTA	7	12,2	Payment amount A
P	AMTB	7	12,2	Payment amount B
P	AMTC	7	12,2	Payment amount C
P	AMTD	7	12,2	Payment amount D
P	AMTE	7	12,2	Payment amount E
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

The following additional fields are used with return type Q (1099-Q)

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	TTOTRO	1	1	Trustee to trustee rollover? (Y/blank)
A	TUTYPE	1	1	Type of tuition payment (1,2)
A	NOTDB	1	1	Not desinated beneficiary?
P	PEDATE	4	6,0	Date entered

Payee Master File

...continued

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

The following additional fields are used with return type 9 (1099-R)

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	DSCOD1	1	1	Distribution code 1
A	DSCOD2	1	1	Distribution code 2
A	DISTPC	2	2	Percentage of total dist.
A	IRASEP	1	1	IRA/SEP/SIMPLE dist? (Y/blank)
A	TOTDST	1	1	Total dist? (Y/blank)
A	NOTDET	1	1	Taxable amount not determined? (Y/blank)
P	LWH	7	12,2	Local income tax withheld
A	LNAME	12	12	Name of locality
A	ANNPCT	2	2	Percentage of total annuity contract
P	SWH	7	12,2	State income tax withheld
P	SDIST	5	9,2	State distribution
P	LDIST	5	9,2	Local distribution
P	YRDRC	4	6,0	Year of Designated Roth Cont.
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

The following additional fields are used with return type A(1099-MISC)

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	DIRECT	1	1	Direct sales of $5000 or more? (Y/blank)
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice (Y/blank)

The following additional fields are used with return type F (1099-G)

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	TYRFND	3	4,0	Amount Code 2 - Tax year Of refund
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

F I L E   L A Y O U T S

Payee Master File

...continued

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
The following additional fields are used with return type 2(1098-E)				
A	ORGFEE	1	1	Includes loan origination fee? (Y/blank)
The following additional fields are used with return type W (W-2G)				
A	DSCOD1	1	1	Type of wager (1-8)
P	DATWON	5	8,0	Date won (YYYYMMDD)
A	TRANS	15	15	Transaction number
A	RACE	5	5	Race (or game)
A	CSHIER	5	5	Cashier initials/window #
A	WINDOW	5	5	Window
A	ID1	15	15	First ID
A	ID2	15	15	Second ID
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type 4 (1099-A)				
P	DATACQ	5	8,0	Lender's date of acquisition (YYYYMMDD)
A	LIABLE	1	1	Borrower is liable? (Y/blank)
A	DESCA	39	39	Description of property
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type B (1099-B)				
A	GRPROC	1	1	Gross proceeds indicator(1,2)
P	DATSAL	5	8,0	Date of sale (YYYYMMDD)
A	CUSIP	13	13	Amt Code 2 - CUSIP number
A	DESCB	39	39	Description of item/service
A	SHREXC	8	8	Shares exchanged
A	STKCLS	10	10	Class of stock
A	SHRLOS	1	1	Shareholder cannot take loss on tax return? (Y/blank)
A	DESCP	60	60	Corporation name/address
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice? (Y/blank)

Payee Master File

...continued

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
The following additional fields are used with return type 5 (1099-C)				
P	DATCAN	5	8,0	Date debt was cancelled
A	BNKRUP	1	1	Debt discharged in bankruptcy? (Y/blank)
A	DESCD	39	39	Description of origin of debt
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	PERLIB	1	1	Is borrower personally Liable for repayment(Y/blank)
The following additional fields are used with return type D (1099-OID)				
A	DESCC	39	39	Description of obligation
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice (Y/blank)
The following additional fields are used with return type S (1099-S)				
P	DATCLS	5	8,0	Date of closing (YYYYMMDD)
A	DESCS	39	39	Description
A	PROPRC	1	1	Property or services received? (Y/blank)
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type 1 (1099-DIV) and return type 6 (1099-INT)				
A	CNTRY	40	40	Foreign country
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice (Y/blank)

The following additional fields are used with return type K (5498-SA)

A	MEDCHO	1	1	HSA,Archer MSA,M+C MSA (1-3)

Payee Master File

...continued

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
The following additional fields are used with return type 7 (1099-PATR)				
A	TITLE6	10	10	Title of other pass-through
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice (Y/blank)
The following additional fields are used with return type L (5498)				
A	SEP	1	1	Rollover for IRA/SEP/SIMPLE
A	CZ5498	2	2	Combat zone (JG,AF,JE,EF,IF)
A	TY5498	4	4	Contribution tax year
A	AM5498	6	6	Contribution amount
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
A	TIN2ND	1	1	2nd TIN notice (Y/blank)
A	PC5498	2	2,0	Postponed contribution code (FD or CZ5498 code)
A	PY5498	4	4,0	Postponed year (YYYY)
A	RM5498	8	8,0	RMD date (YYYYMMDD)
A	RC5498	2	2	Repayment code (QD, DD)
A	BK5498	2	2	(BK) if bankruptcy amount exist
The following additional fields are used with return type T (1099-LTC)				
A	PMTTYP	1	1	Type of payment indicator(1,2)
A	ISSN	9	9	Soc.Sec.# of the insured
A	INAME	40	40	Name of the insured
A	IADDR	40	40	Address of the insured
A	ICITY	40	40	City of the insured
A	ISTAT	2	2	State of the insured
A	IZIP	9	9	Zip code of the insured
A	ILLSTS	1	1	Status of illness (1,2)
P	DATCER	5	8,0	Date certified (YYYYMMDD)
A	QCONT	1	1	Qualified long-term care contract? (Y/blank)
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

F I L E   L A Y O U T S

Payee Master File

...continued

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
The following additional fields are used with return type 8 (1098-T)				
A	STUSTS	1	1	Half-time load? (Y/blank)
A	STUGRD	1	1	Graduate student? (Y/blank)
A	CHGRM	1	1	Changed reporting? (Y/blank)
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type P (1099-CAP)				
P	SEP	5	8,0	Date of exchange
A	SHREXC	8	8	Shares exchanged
A	STKCLS	10	10	Class of stock
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type M (1099-SA)				
A	DSCOD1	1	1	Distribution code
A	MEDCHO	1	1	HSA,Archer MSA,M+C MSA (1-3)
P	SWH	7	12,2	State income tax withheld
P	LWH	7	12,2	Local income tax withheld
P	PEDATE	4	6,0	Date entered
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)
The following additional fields are used with return type X (1098-C)				
A	TRIND	1	1	Arm’s length trans? (Y/blank)
A	TAIIND	1	1	Transfer after improvements?
A	TBFMVI	1	1	Transfer below FMV?
A	MKMDYR	39	39	Make, model, year
A	VIN	25	25	Vehicle or other ID#
A	DESCV	39	39	Description of improvements
P	DATCON	4	6,0	Date of contribution
P	DATSLV	4	6,0	Date of sale
A	DONEE	1	1	Donee provided goods/services?
A	IRBIND	1	1	Intangible religious benefits?
A	DEDIND	1	1	Cannot claim deduction > $500?
A	DESCGS	18	18	Description of goods/services
A	OVRSTE	2	2	Overriding state
A	CRRCT2	1	1	2nd trans. of a 2-trans correction? (Y/blank)

F I L E   L A Y O U T S

Transmitter Master File

This file contains only one record.

File Name: MM1099TR
Record Format: TRREC

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	YEAR	4	4,0	Payment year
A	TCC	5	5	Transmitter control code
P	TREIN	9	9,0	Transmitter's EIN
A	TRFORN	1	1	Foreign addr? (Y/blank)
A	TRNAM1	40	40	Transmitter's name line 1
A	TRNAM2	40	40	Transmitter's name line 2
A	CNNAME	40	40	Contact name
A	CNPHON	25	25	Contact telephone number
A	CNEMAL	35	50	Contact email address
A	FRNAM1	40	40	File return name line 1
A	FRNAM2	40	40	File return name line 2
A	FRADDR	40	40	File return address
A	FRCITY	40	40	File return city
A	FRSTAT	2	2	File return state
A	FRZIP	9	9	File return zip code
P	TOTPE	5	8,0	Total payees in transmittal

Program Descriptions

Program Name	Description
MM01	Enter/Update Payer Data - Maintain a file of payers who report 1098,1099,5498 or W-2G's electronically.
MM02	Enter/Update Payee Data - Maintain a file of payees for output of 1098,1099,5498 or W-2G information.
MM03	Print Payer/Payee Data - Print an edit of payer and payee information for verification.
MM04	Enter/Update Transmitter Data - Maintain transmitter and basic authorization information.
MM05	Build Electronic File – Build electronic file for the IRS.
MM06	Calculate total number of payees in transmittal.
MM08	Reset Payee File for New Year - Sets amounts in the payee file to zero and optionally retains payee names and addresses.
MM09	Create Payer Import Program - Enter user file information and build RPG program for importing payer data.
MM10	Get user file name from import program specifications.
MM11	Create Payee Import Program - Enter user file information and build RPG program for importing payee data.
MM12	Print 1098,1099,5498,W-2G Forms - Print 1098, 1099, 5498, or W-2Gs on 1-wide continuous, preprinted or blank laser forms.
MM13	Print Payee Labels - Print payee labels for mailing forms.

CL Program Descriptions

CL Prog. Name	Description
INSTALL	Install the STR1099 command into QGPL.
MMA	Print Payer/Payee Data - Display prompt screen and run MM03.
MMC	Transfer e-File to PC – Run iSeries Access transfer request to copy IRSTAX file to the PC.
MMD	Build Electronic File – Display prompt screen and run MM07.
MMF	Reset Payee File for New Year - Display prompt screen and run MM09.
MMG	Run Payer Import Program - Display prompt screen and run MMIMPPR.
MMH	Run Payee Import Program - Display prompt screen and run MMIMPPE.
MMI	Print 1098,1099,5498,W-2G Forms - Display prompt screen and run MM12.
MMJ	Print Payee Labels - Display prompt screen and run MM13.
MMIMPPE	Run Payee Import Program - Import payee data from user file into Payee master file (MM1099PE).
MMIMPPR	Run Payer Import Program - Import payer data from user file into Payer master file (MM1099PR).
MM1099	Switch to 1099 Print & File library and main menu.
MM01CL	Enter/Update Payer Data - Maintain a file of payers who report 1098,1099,5498 or W-2G's electronically.
MM02CL	Enter/Update Payee Data - Maintain a file of payees for output of 1098,1099,5498 or W-2G information.
MM03CL	Print Payer/Payee Data - Print an edit of payer and payee information for verification.
MM04CL	Enter/Update Transmitter Data - Maintain transmitter and basic authorization information.
MM07CL	Build Electronic File – Build electronic file for the IRS.
MM08CL	Reset Payee File for New Year - Sets amounts in the payee file to zero and optionally retains payee names and addresses.
MM09CL	Create Payer Import Program - Enter user file information and build RPG program for importing payer data.

CL Program Descriptions

CL Prog. Name	Description
MM10CL	Get user file name from import program specifications.
MM11CL	Create Payee Import Program - Enter user file information and build RPG program for importing payee data.
MM12CL	Print 1098,1099,5498,W-2G Forms - Print 1098, 1099, 5498, or W-2Gs on 1-wide continuous, preprinted or blank laser forms.
MM13CL	Print Payee Labels - Print payee labels for mailing forms.

Menu Documentation

MENU: MM1099
1099 Print & File
for 2010

1. Enter/Update payer data
2. Enter/Update payee data
3. Print payer/payee data
4. Enter/Update transmitter data
5. Build electronic file
6. Transfer e-file to PC
7. Print 1098,1099,5498,W-2G forms
8. Print payee labels
9. Reset payee file for new year

50. Go to File Import Menu
90. Sign OFF

Menu Procedures:

1. CALL MM1099/MM01CL
2. CALL MM1099/MM02CL
3. CALL MM1099/MMA
4. CALL MM1099/MM04CL
5. CALL MM1099/MMD
6. CALL MM1099/MMC
7. CALL MM1099/MMI
8. CALL MM1099/MMJ
9. CALL MM1099/MMF
50. GO MM1099/IMPORT
90. SIGNOFF

Menu Descriptions

MENU: IMPORT
1099 Print & File
File Import Menu

Import Tasks
1. Create payer import program
2. Run payer import program
3. Create payee import program
4. Run payee import program

Utilities
20. Display/Print record layout for external file(s)

90. Sign OFF

Menu Procedures:

1. CALL MM1099/MM09CL
2. CALL MM1099/MMG
3. CALL MM1099/MM10CL
4. CALL MM1099/MMH
20. MMFFD
90. SIGNOFF

Laser Tax Form Overlays

The following 300 DPI and 600 DPI overlays may be used to print actual tax forms and data together onto blank perforated tax forms.

Form Name	Overlay for 300 DPI	Overlay for 600 DPI
1098 Copy B	N1098B3	N1098B6
1098 Copy C	N1098C3	N1098C6
1098-C Copy B	N98CB3	N98CB6
1098-C Copy C	N98CC3	N98CC6
1098-C Copy D	N98CD3	N98CD6
1098-E Copy B	N98EB3	N98EB6
1098-E Copy C	N98EC3	N98EC6
1098-T Copy B	N98TB3	N98TB6
1098-T Copy C	N98TC3	N98TC6
1099-A Copy B	NAB3	NAB6
1099-A Copy C	NAC3	NAC6
1099-B Copy B	NBB3	NBB6
1099-B Copy C	NBC3	NBC6
1099-C Copy B	NCB3	NCB6
1099-C Copy C	NCC3	NCC6
1099-CAP Copy B	NCAPB3	NCAPB6
1099-CAP Copy C	NCAPC3	NCAPC6
1099-DIV Copy B	NDIVB3	NDIVB6
1099-DIV Copy C	NDIVC3	NDIVC6
1099-G Copy B	NGB3	NGB6
1099-G Copy C	NGC3	NGC6
1099-H Copy B	NHB3	NHB6
1099-H Copy C	NHC3	NHC6
1099-INT Copy B	NINTB3	NINTB6
1099-INT Copy C	NINTC3	NINTC6
1099-LTC Copy B	NLTCB3	NLTCB6
1099-LTC Copy C	NLTCC3	NLTCC6
1099-LTC Copy D	NLTCD3	NLTCD6
1099-MISC Copy 1	NMISC13	NMISC16
1099-MISC Copy B	NMISCB3	NMISCB6
1099-MISC Copy 2	NMISC23	NMISC26
1099-MISC Copy C	NMISCC3	NMISCC6
1099-OID Copy B	NOIDB3	NOIDB6
1099-OID Copy C	NOIDC3	NOIDC6

Form Name	Overlay for 300 DPI	Overlay for 600 DPI
1099-PATR Copy B	NPATRB3	NPATRB6
1099-PATR Copy C	NPATRC3	NPATRC6
1099-Q Copy B	NQB3	NQB6
1099-Q Copy C	NQC3	NQC6
1099-R Copy 1	NR13	NR16
1099-R Copy B	NRB3	NRB6
1099-R Copy C	NRC3	NRC6
1099-R Copy 2	NR23	NR26
1099-R Copy D	NRD3	NRD6
1099-S Copy B	NSB3	NSB6
1099-S Copy C	NSC3	NSC6
1099-SA Copy B	NSAB3	NSAB6
1099-SA Copy C	NSAC3	NSAC6
5498 Copy B	N5498B3	N5498B6
5498 Copy C	N5498C3	N5498C6
5498-ESA Copy B	N98ESAB3	N98ESAB6
5498-ESA Copy C	N98ESAC3	N98ESAC6
5498-SA Copy B	N98SAB3	N98SAB6
5498-SA Copy C	N98SAC3	N98SAC6
W-2G Copy A	NW2GA3	NW2GA6
W-2G Copy 1	NW2G13	NW2G16
W-2G Copy B	NW2GB3	NW2GB6
W-2G Copy C	NW2GC3	NW2GC6
W-2G Copy 2	NW2G23	NW2G26
W-2G Copy D	NW2GD3	NW2GD6

To print 1099 forms on blank preprinted tax forms, you must have a printer configured to print overlays.

There are two options: either an IPDS printer configured as AFP “YES” or a PCL-compatible laser printer configured for Host Printer Transform (HPT). Just check the device description and, if need be, change the TRANSFORM parameter to *YES. you should also make sure you have the latest PTFs installed on your system, especially any AFP-related PTFs.