

IADT Budgetary Accounting System

End of Year Processing

1099 Electronic Filing

PRIOR TO CREATING THE 1099 TRANSMISSION FILE:

Verify that your Software Release Date is **December 5, 2014 or Newer**.

The Entries below **SHOULD** have been updated prior to printing the 1099's.

Verify the following entries located in your Accounts Payable Control File.

1. Enter **Name**.
2. Enter **Address**.
3. Enter **City / State / Zip Code**
(Example. " DALLAS TX 99999 ")
4. Enter Your **Contact Name**
5. Enter Your **Telephone Number**
(Example " 1112223333 " , Numeric Only, no dashes)
6. Enter a valid **Email Address**. (Lower case)
7. Verify the 1099 **Reporting Year**.
8. Enter Organization **EIN number**.
9. Enter **TCC Code** (Assigned by IRS) (Must be five characters)

SAMPLE SCREEN of CONTROL FILE UPDATE

Hill Country Software and Support, Inc. - Windows Internet Explorer

Budgetary Accounting - Accounts Payable System
Accounts Payable Control File Update Screen

Select Laser Checks Printer Font | 1

1099 Related Control Items

Your Name: COUNTY OF TEXAS
Your Address: 200 SOUTH MAIN
CITY TX 71846
Contact Name: MA SAMPLE
Contact Phone Number: 3334445555
Contact Email Address: SAM@YAHOO.COM
Current 1099 Reporting Year: 2009
File Access Keys to be Imported: T10
Backup Withholding - Percentage: 0.000
Backup Withholding - Department Number: 0000
Backup Withholding - Line Item Number: 0000
Flag Midding SSNO/TIN Box on 1099: No
EIN Number: 74-1234567
TCC Code: 18X46
Replacement Code:
Original File Name:

Invoice Import File Path
I:\DISKREPT.VEN

Bank Reconciliation File Path

(Continued)

AFTER PRINTING THE 1099 FORMS:

Filing magnetically - you must be aware of the file that is created to send to the IRS. This file is created when you select “**Create 1099 Magnetic Transmission File**” Option. The system will create a file with a name of “**IRS-1099**”. This file will be placed ON YOUR SERVER in the “**REPORTS**” folder, located inside of your “**CASI**” folder.

Filing Electronically for 2014:

1. Before connecting, have your TCC and TIN (Taxpayer Identification Number) available.
2. Filers should turn off pop-up blocking software before transmitting their files.
3. Your browser must support AES 256-bit, AES 128-bit or TDES 168-bit encryption.
4. Your browser must be set to receive “cookies”.
Cookies are used to preserve your User ID status.
5. Point your browser to “**http://fire.irs.gov**” to connect to the FIRE System.

First time connection to The FIRE System:

- (If you have logged on previously, skip to the Section named *Subsequent Connections to the FIRE System.*)
- . Click “**Create New Account**”.
 - . Fill out the “**Create FIRE System Account**” screen and click “**Submit**”.
 - . Create your **User ID**
(most users logon with their first and last names, Ex. JamesSmith).
 - . Create and verify your **password**
(the password is user created and must be 8 alpha/numerics, containing at least 1 uppercase, 1 lowercase and 1 numeric)
 - . FIRE will require you to change your password every 90 days or the first logon attempt after that time period. Additionally, the previous 5 passwords cannot be used.
 - . Click “**Create**”.
 - . If you receive the message “**Account Created**”, click “**OK**”.
 - . Create and verify your **10 digit self-assigned PIN** (Personal Identification Number).
 - . Click “**Submit**”.
 - . If you receive the message “**Your PIN has been successfully created!**”, click “**OK**”.
(*Record your USER ID, PASSWORD & PIN*)
 - . Read the bulletin(s) and/or Click on “**Click here to continue**”.

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Subsequent connections to The FIRE System:

- . Click “**Log On**”.
- . Enter your **User ID** .
- . Enter your **Password** (the password is case sensitive).
- . Read the bulletin(s) and/or click “**Click here to continue**”.

Uploading your file to the FIRE System:

At Menu Options:

- . Click “**Send Information Returns**”
- . Enter your **TCC**:
- . Enter your **TIN**:
- . Click “**Submit**”.

The system will then display the company name, address, city, state, ZIP code, telephone number, contact and e-mail address. It is critical that the correct e-mail address is provided since this is where the FILE STATUS results will be sent.

(If you are using e-mail filtering software, configure your software to accept e-mails from fire@irs.gov and irs.e-helpmail@irs.gov.)

Update as appropriate and/or Click “**Accept**”.

- . Click one of the following:
 - a. **Original File**
 - b. Correction File
 - c. Test File (11/1 – 2/15)
 - d. Replacement File (if you select this option, click one of the following):
 1. Electronic Replacement (File was originally transmitted on this system)
Click on the **FILE NAME** to be replaced.
 2. Mag Media Replacement
(File was originally sent on some type of magnetic media)
Enter the alpha character from the letter (L-2494) that was returned.
It is located on the top right of the letter under “Refer Reply To:”
(For example, if the letter indicates TCC 44444A, the alpha code that would be entered would be ‘A’.)
 3. Click “**Submit**”.

- . Enter your **10-digit PIN** (not prompted for this if a test is being sent).
- . Click “**Submit**”.
- . Click “**Browse**” to locate the file - On YOUR SERVER: (T Drive)
 - Left Double click on the “ **CASI** ” folder.
 - Left Double click on the “ **REPORTS** ” folder.
 - File Name is “ **IRS-1099**”,
 - Left Single click on the file name, “**IRS-1099**”.
 - Left Single click on “ **OPEN** “.
- . Click “**Upload**”.

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File Uploaded:

When the upload is complete, the screen will display the total bytes received and display the name of the file just uploaded.

*** (PRINT THIS PAGE) ***

**IF THIS IS NOT DISPLAYED TO YOUR SCREEN,
IRS PROBABLY DID NOT RECEIVE THE FILE.**

To verify, go to

CHECK FILE STATUS option on the Main Menu.

If the filename is displayed and the count is equal to '0' and the results indicate 'not yet processed', then we received the file.

If the filename is not displayed, send the file again.

If you have more files to upload for that TCC:

Click "**File Another?**"; otherwise,

Click "**Main Menu**".

- | **It is your responsibility to check the acceptability of your file.**
- | **If you do not receive an e-mail in 1-2 business days or your e-mail**
- | **indicates the file is bad, log back into the FIRE system and click on**
- | **CHECK FILE STATUS to view the results of your file.**

**For additional information please refer to IRS Publication # 3609.
(Included)**