Instructions for Printing 1099 Forms

1. Go to Accounting→Year End Reports→1099 Report

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- 2. Select the correct Account Type
- 3. To print all accounts, leave the Property ID and Exclude IDs fields blank. You can also print specific accounts or you can exclude specific accounts by using these fields.
- 4. Select the correct date range.
- 5. Select a Sort By option.
- 6. Select a Sort Order.
- 7. Select the Standard Report Type to print on the 1099 pre-printed form. (You will need to purchase the forms.)
- 8. Print using your browser controls. Make sure to clear any information from your headers/footers in the Page Setup.

It is recommended that you test printing the forms using 4 accounts (see step 3 to select specific accounts. You may need to adjust the margins in your Page Setup to ensure the proper alignment.

NOTE 1: There is a second report available in this page. If you choose the "Detail" report, you will get a list of each property and the folios that comprise the total rent income amount. This is a good report to use to review the 1099s prior to printing.

Note 2: The 1096 form is not available in Agent.

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