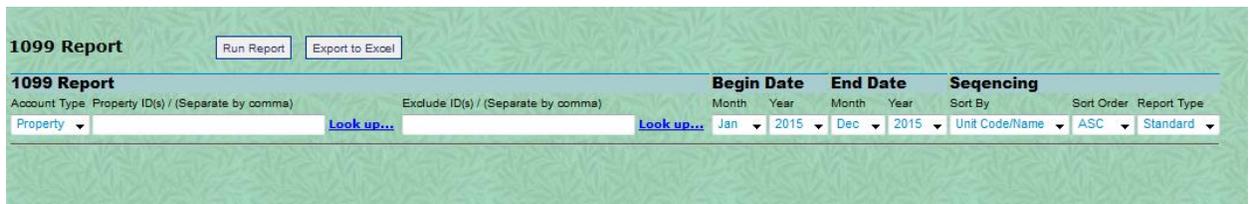


# Instructions for Printing 1099 Forms

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



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.