

Accountant's
Name and Phone:

PAYER/FILER INFORMATION



Account # <input style="width:100%;" type="text"/>	Payer # <input style="width:100%;" type="text"/>	FORM TYPE CODE <input style="width:100%;" type="text"/>	I = INTEREST D = DIVIDENDS M = MISCELLANEOUS R = RETIREMENT DISTRIBUTION H = 1098 MORTGAGE INTEREST S = REAL ESTATE TRANSACTION	1 <input style="width:100%;" type="text"/>	FEDERAL IDENTIFICATION NUMBER (DO NOT INCLUDE DASHES)	I.D. TYPE CODE <input style="width:100%;" type="text"/>	STATE CODE <input style="width:100%;" type="text"/>	CALIFORNIA ACCT. NUMBER FORM 1099R AND 1099 MISC
		APY USE <input style="width:100%;" type="text"/>			1 = EIN 2 = SSN	BLANK OR	01 = CALIFORNIA 98 = FOREIGN ENTITY 99 = OTHER STATES	

PAYEE NAMES MUST BE REPORTED CONSISTENTLY <input style="width:100%;" type="text"/>	FINAL RETURN <input style="width:100%;" type="text"/>	REPROCESSES ONLY Use this field to suppress print of ALL 1099 forms - OR - see Selected Print Option below. <input style="width:100%;" type="text"/>	CONFIDENTIAL HANDLING <input style="width:100%;" type="text"/>	RED 1099MISC <input style="width:100%;" type="text"/>	PAYEE LABELS <input style="width:100%;" type="text"/>	PRINT-BACK <input style="width:100%;" type="text"/>	APAY USE <input style="width:100%;" type="text"/>	SHIP METHOD OVERRIDE (8 char.) <input style="width:100%;" type="text"/>	PAYER CONTACT PHONE NUMBER Area Code and Phone number () - <input style="width:100%;" type="text"/>	Extension <input style="width:100%;" type="text"/>
F = ALL First name first L = ALL Last name first	X = FINAL	S = Suppress print. Electronic file will be updated.	Confidential Options E = Confid E-File Rpts C = Confid Pkg & Rpts (No PrintBack)	R = Print RED forms in lieu of electronic	X = Print sheet of labels	S = Std		Use this field only if this return is to be shipped via special method. See instructions	APY USE 94 <input style="width:20px;" type="text"/> 95 <input style="width:20px;" type="text"/> 96 <input style="width:20px;" type="text"/> 97 <input style="width:20px;" type="text"/>	

2	PAYER NAME (40 CHARACTERS)	<input style="width:100%;" type="text"/>								
	TRADE NAME (40 CHARACTERS)	<input style="width:100%;" type="text"/>								
3	ADDRESS	NUMBER & STREET (40 CHARACTERS)	CITY (26 CHARACTERS)	STATE	ZIP CODE	Ext. ZIP	<input style="width:100%;" type="text"/>			

General Reminders - WinRX Worksheets Notes

Payer information and processing options are entered on this page.

Separate PAYEE Worksheets are available for each of the different types of 1099 returns available through WinRX.

Each of the different PAYEE Worksheets have pre-defined columns based on the commonly reportable income types. Each Worksheet also has 'open' columns that can be defined as needed. See the WinRX payee screens or IRS instructions for the different types of income amounts reported on various 1099s.

WinRX Worksheets are designed in a spreadsheet format with payee names and reportable amounts on the same line. This format allows you to easily compute a proof total. On the WinRX System, select the **View Proof Totals** option to view computed proof totals.

Do not send WinRX Worksheets to your Processing Center.

ACCUPAY

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Payer
Name _____

**MISCELLANEOUS
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nbr.	Payee Name, Address and Tax ID Number			Non-Employee Compensation	Rents			A	B	C
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							
	ID Number	Name	Address City, St ZIP							

Instructions

Use this Worksheet to process **Form 1099MISC** using AccuPay's WINRX system. You can define the column headings to meet your needs as to the type of income you are going to be reporting. Three code columns (A, B, and C) are provided. These may be used as follows:

Column A - Enter "X" if Payee made direct sales of \$5000 or more of consumer products to a buyer for resale.

Column B - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".

Column C - Enter "F" if the address on this payee's 1099 is in a foreign country.

ACCUPAY

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Payer
Name _____

**DIVIDENDS
1099 PAYEE INFORMATION**

WIN RX

Payee Nmbr.	Payee Name, Address and Tax ID Number				Total Ordinary Dividends	Qualified Dividends				A	B	C
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											

Instructions

Use this Worksheet to process **Form 1099DIV** using AccuPay's WINRX system. Columns labeled Ordinary Dividends and Qualified Div. Portion have already been provided. Use the other columns as necessary to list other amounts that must be reported on Form 1099DIV, such as Capital Gain Distributions, Nondividend Distributions, Liquidating Cash and Non-Cash Distributions, etc. See IRS instructions for more details. Three code columns (A,B and C) are also provided. These may be used as follows:

- Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.
- Column C - Enter "N" if Payer was notified twice within 3 calendar years that the Payee's Tax ID number is incorrect.

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Payer Name _____

**INTEREST
1099 PAYEE INFORMATION**

**WIN
RX**

Payee Nmbr.	Payee Name, Address and Tax ID Number				Interest Earnings	U.S. Bond Interest	Fed. Tax Withheld	A	B	C
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
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	City, St ZIP									
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	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									
	ID Number									
	Name									
	Address									
	City, St ZIP									

Instructions

Use this Worksheet to process **Form 1099INT** using AccuPay's WINRX system. Common 1099INT reporting items have already been defined for you. A blank column is included in case any payees may have other types of payments to report such as foreign tax payments. Three code columns (A, B and C) are also provided and may be used as follows:

- Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.
- Column C - Enter "N" if Payer was notified twice within 3 calendar years that the Payee's Tax ID number is incorrect.

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Payer Name _____

1098 BORROWER INFORMATION

WINRX

Payee Nmbr.	Borrower Name, Address and Tax ID Number				Interest Received	Points	Interest Ref/Credit	Real Est. Tax	Insurance	A	B	C
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											
	ID Number											
	Name											
	Address											
	City, St ZIP											

Instructions

Use this Worksheet to process **Form 1098** using AccuPay's WINRX system. The common amount columns have been defined on the worksheet. Three code columns (A, B and C) are also provided. These may be used as follows:

- Column A - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column B - Enter "F" if the address on this payee's 1099 is in a foreign country.
- Column C - Use for your purposes.

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Payer
Name _____

**REAL ESTATE PROCEEDS
1099S TRANSFEROR INFO**

**WIN
RX**

Payee Nmbr.	Transferor Name, Address and Tax ID Number	Closing Date MM DD YY	Gross Proceeds Cash and Notes	Buyer's Portion Real Est. Tax	Address or Legal Description	A	B	C
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							
	ID Number							
	Name							
	Address							
	City, St ZIP							

Instructions

Use this Worksheet to process **Form 1099S** using AccuPay's WINRX system. Closing date and amount fields have been defined on the worksheet. Three code columns (A, B and C) are also provided. These may be used as follows:

- Column A - Enter "X" if the transferor received or will receive property or services as part of the consideration.
- Column B - Use this column to control California reporting for this payee. See 1099 manual for more information on codes "X" and "C".
- Column C - Enter "F" if the address on this payee's 1099 is in a foreign country.