


Reprinting 1099s

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| Document #: | 3281 | Product: | CenterPoint® Accounting |
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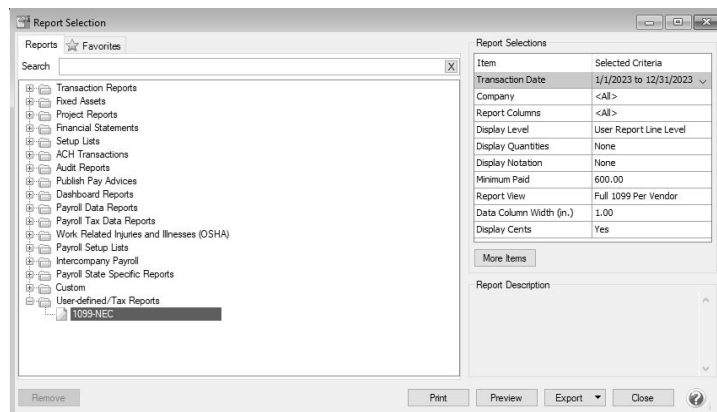
This document describes how to reprint completed 1099 forms that you have processed.

The 1099 reprinting process includes multiple steps which are detailed below.

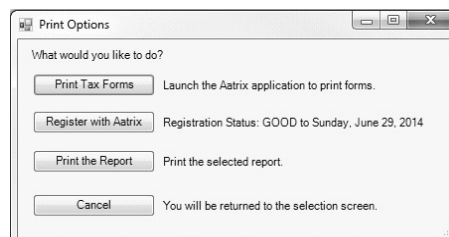


Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

1. Select **Reports > Reports > User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.

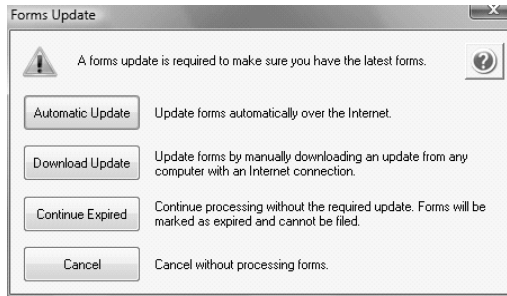


3. Fill in the **Report Selections** with the appropriate **Transaction Date** and **Company**.
4. Click **Print**.
5. Click **Print Tax Forms**.



Forms Update

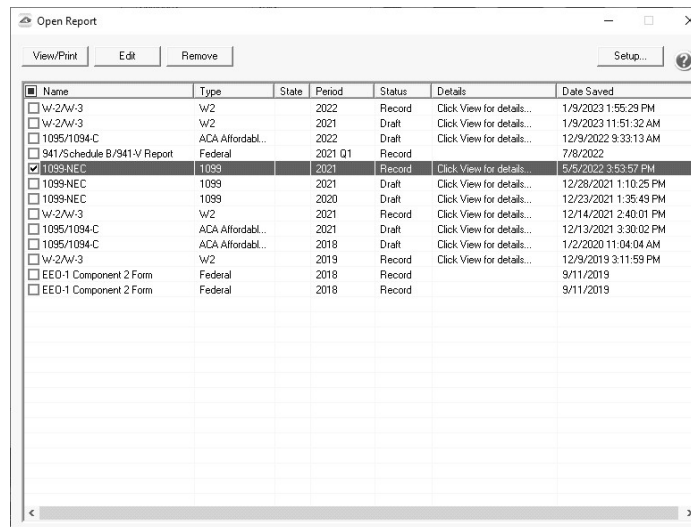
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 History Options screen will display.

1099 History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.



2. Select the form you want to reprint and then click **Edit**.

3. Choose **Reprint Completed 1099s** on the right and click **Next**.

1099 History Options
Details of completed and available actions.
Questions? See [Year-end W-2/1099 Questions](#)

| Form | Last Completed Action |
|----------------|-----------------------|
| Recipient 1099 | Printed on 01/02/2024 |
| Federal 1099 | Printed on 01/02/2024 |
| Payer 1099 | Printed on 01/02/2024 |

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

- ☐ **Correct Completed 1099s**
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.
- ☐ **eFile or Print Incomplete 1099s**
Complete 1099 copies that have not been printed or efiled. See [Last Completed Actions](#) on left.
- ☒ **Reprint Completed 1099s**
Reprint 1099s previously printed.
- ☐ **Start Over**
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**
Lookup, Email and Print recipient online access information.

[Next >](#) [Close](#) [Help](#)

- Click **Next**.
- A Reprint Options screen will display. If you want to reprint completed 1099s, select **Reprint Completed 1099s** and then select what you wish to reprint **All Recipients**, **Federal Copies** (original or watermarked) or **Payer Copies**, or if you want to reprint only for specific recipients, select **Reprint Selected Recipients**.

Reprint Options

Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.
Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports.

☒ **Reprint Completed 1099s**

- ☐ **All Recipients**
- ☐ **Federal Copies**
Reprint will display all Federal 1099s followed by the 1096 Reconciliation Form
- ☐ **State Copies**
Reprint will display all State 1099s followed by the State Reconciliation Form(s) if applicable
- ☐ **Payer Copies**

☐ **Reprint Selected Recipients**

NOTE: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

[< Back](#) [Next >](#) [Close](#) [Help](#)

- Click **Next**.
- An Options screen may display depending on which type of copy you selected above, in this example the Reprint Recipient Options screen displays because Reprint Selected Recipients was selected above. This screen allows you to specify if you want to print for all recipients or a specific recipient.

Reprint Recipient Options

Select which recipient copies you want to reprint

☐ All Recipients
 ☒ Selected Recipients
 ☐ Recipient Instructions Only

Selected Recipients Tool

TIN: First Name: Last Name: Company Name:
 Last Name field contains: A*

| TIN | Last Name | First Name | Company Name | Full Name |
|--------------------------------------|-----------|------------|------------------|-----------|
| <input type="checkbox"/> 32-9999999 | | | Ice Man Supplies | |
| <input type="checkbox"/> 347-77-7777 | Johnson | Andy | Ice Man Supplies | |

8. Click **Next**.
9. The first selected 1099 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. You will be reminded when to insert special perforated blank paper prior to printing.
10. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
11. The 1099 History Options screen displays again. Click **Close**.