

Accountant's  
Name and Phone:

**1099 PAYER/FILER INFORMATION**

1  
ACCOUNT NUMBER

5  
PAYER NUMBER

FORM TYPE CODE

3

I = INTEREST  
D = DIVIDENDS  
M = MISCELLANEOUS  
R = RETIREMENT DISTRIBUTION  
H = 1098 MORTGAGE INTEREST  
S = REAL ESTATE TRANSACTION

1  
13  
14  
22  
FEDERAL IDENTIFICATION NUMBER  
(DO NOT INCLUDE DASHES)

I.D. TYPE CODE  
23  
01 = EIN  
02 = SSN

STATE CODE  
25  
BLANK OR 01 = CALIFORNIA  
98 = FOREIGN CORP.  
99 = OTHER STATES

27  
34  
CALIFORNIA ACCT. NUMBER  
FORM 1099R AND 1099 MISC

PAYEE NAMES MUST BE REPORTED CONSISTENTLY

35

F = ALL First name first  
L = ALL Last name first

FINAL RETURN

36

\*X\* = FINAL

REPROCESSES ONLY  
Use this field to suppress print of ALL 1099 forms - OR - see Selected Print Option below.

37

"S" = Suppress print. Electronic file will be updated.

CONFIDENTIAL HANDLING

38

\*C\* = Send this return in separate pkg

RED 1099MISC

39

\*R\* = Print RED forms in lieu of electronic

PAYEE LABELS

41

X = Print sheet of labels

PRINT-BACK

42

S = Std

APY USE

53

SHIP METHOD OVERRIDE (8 char.)

69 76

Use this field only if this return is to be shipped via special method. See instructions

PAYER CONTACT PHONE NUMBER

Area Code and Phone number

Extension

80 ( ) -

90 93

APY USE 94 95 96 97

2

PAYER NAME (28 CHARACTERS)

14 41

13

TRADE NAME (40 CHARACTERS)

42 81

3

ADDRESS

41 70 71 90 91 93 97 98 101

NUMBER & STREET (30 CHARACTERS)

CITY (20 CHARACTERS)

STATE

ZIP CODE

**CALIFORNIA DE-542 CONTRACTOR REPORTING - 1099MISC ONLY**

5

No. of BLANK forms wanted:

14

Print DE542 for ALL payees with non-employee compensation (or SELECT individual contractors on Data Sheet M99, column 109).

A = List All

17

Print option: C = Continuous (up to 3 payees/form)

18

**REPROCESSES ONLY - Selected Print Option**

If you want 1099s printed only for selected payees, enter Payee Numbers of the applicable payees. Electronic file updated for ALL payees

4

13

14	18	22	26	30	34	38	42	46	50
54	58	62	66	70	74	78	82	86	90

Please complete the following if you FAX this return:

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Number of pages in this return: \_\_\_\_\_