

# AccuPay Systems 2017 Electronic 1099 Transmittal

Each Excel File Needs a Separate Transmittal

Questions? Call us at (925) 945-1660

Name and Phone number of a contact person in case we have questions:		Your Acct Number		Payer Number	
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**Verify Payer Information:** (Make any corrections below):

<b>Payer Info</b>	Name:				
	Address:				
	City, State and Zip:				
	Federal ID Number:		California State Acct Number (optional)		
	Phone:				
<b>Additional Options:</b>	ACCUPAY to mail PAYEE copies @ \$1.10 each (price includes postage and envelopes.) <input type="checkbox"/>	Check to Mask SSN on Payee's copy of 1099 <input type="checkbox"/>	Number of PAYEE 1099 ENVELOPES wanted: (N/A if AccuPay is mailing for you) <input type="text"/>		
<b>Form 1099 Misc Only:</b> Complete only if DE542 desired.	Contact Person for DE542 (14 char) _____	Print DE542 for all CA payees with non-EE Comp <input type="checkbox"/>	OR	Print DE542 for SELECTED payees only <input type="checkbox"/>	Nmbr of Additional BLANK DE542 Forms wanted _____

**Tell us what type(s) of income you are reporting and provide check total(s) (required):**

Describe the type of income being reported	1099 Box	Check Total (required)	AccuPay Use
Example: <b>Non Employee Compensation</b>	7	<b>123,456.78</b>	
Money Amount 1:			
Money Amount 2:			
Money Amount 3:			
Money Amount 4:			

**Answer Questions below:**

<b>1. Payee names format:</b>	(Must be consistent within the file.)	All FIRST name first <input type="checkbox"/>	LAST name first <input type="checkbox"/>
<b>2. Tax Filing:</b>	1099s are automatically filed electronically with I R S. If money is taxable to California, a SEPARATE file will also be sent to California. <b>NOTE:</b> AccuPay does NOT participate in the combined Federal & State reporting program.	<b>Check ONE box:</b> Send ALL payees to California <input type="checkbox"/>	Send NO payees to California <input type="checkbox"/> Send payees with Calif addresses to California <input type="checkbox"/>
<b>3. Tax ID Numbers:</b>	Generally SSNs must be formatted with 2 dashes (e.g. 123-34-6789) and EINs must be formatted with one dash (e.g. 12-3456789). Unformatted SSNs and EINs will NOT be formatted on 1099 output.	<b>Check here</b> if you did NOT format with dashes <input type="checkbox"/>	
<b>4. Shipping Instructions:</b>	<b>Select shipping method for your package:</b> PrintBack(PDF) <input type="checkbox"/> Ground shipping <input type="checkbox"/>	<b>Special Instructions:</b>	Include second set of Payer copies of each 1099 (N/A for PrintBack) <input type="checkbox"/>

**Send File to AccuPay:**

If your file is password protected, what is the password? \_\_\_\_\_

E-MAIL:	<a href="mailto:tech@accupaysystems.com">tech@accupaysystems.com</a>	FAX:	925-945-6544
Mailing Address:	AccuPay Systems PO Box 8457 Huntington Beach, CA 92615	Street Address:	AccuPay Systems 20422 Beach Blvd Ste 345 Huntington Beach, CA 92648
APAY USE	Pgm	Discount	OVRD