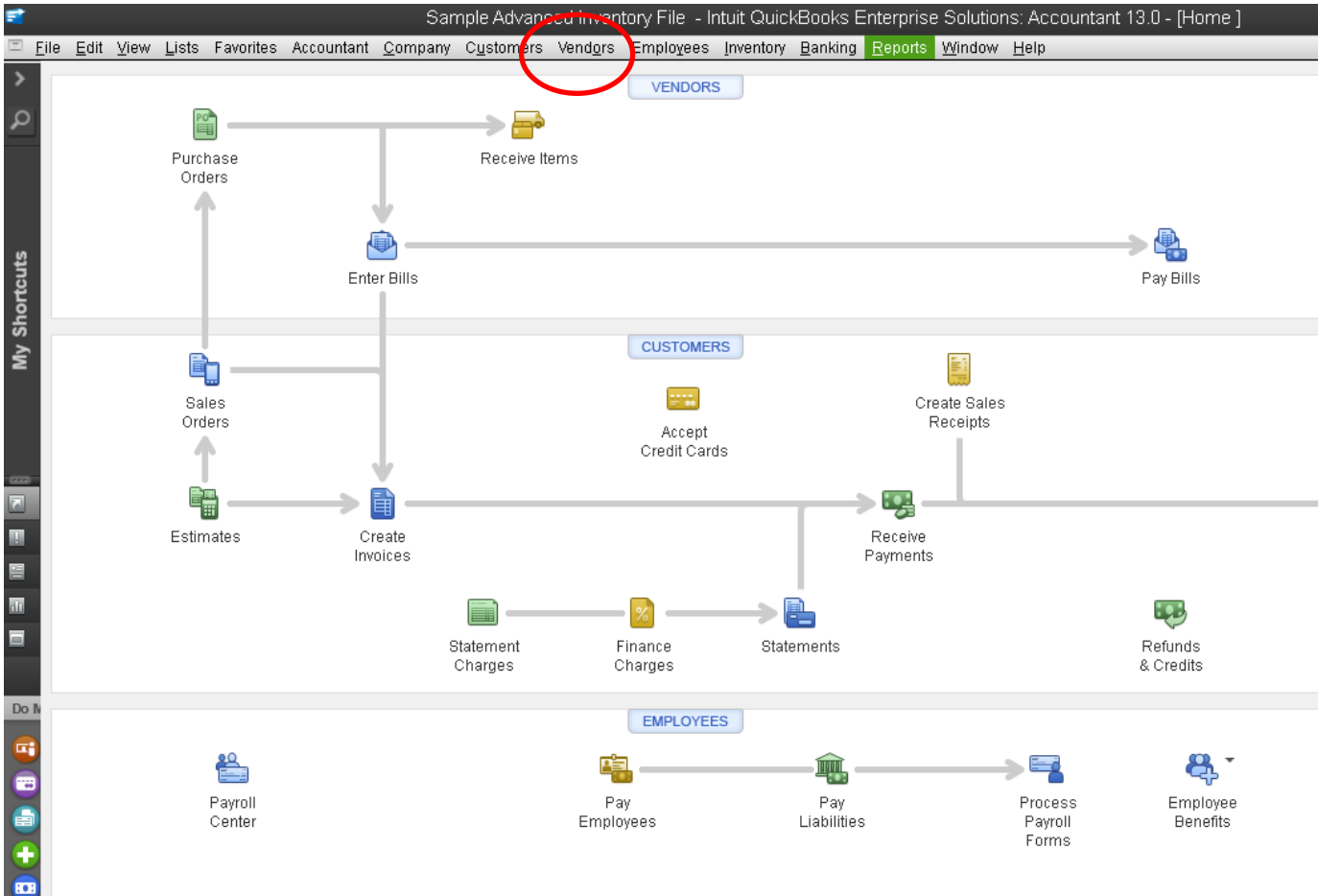
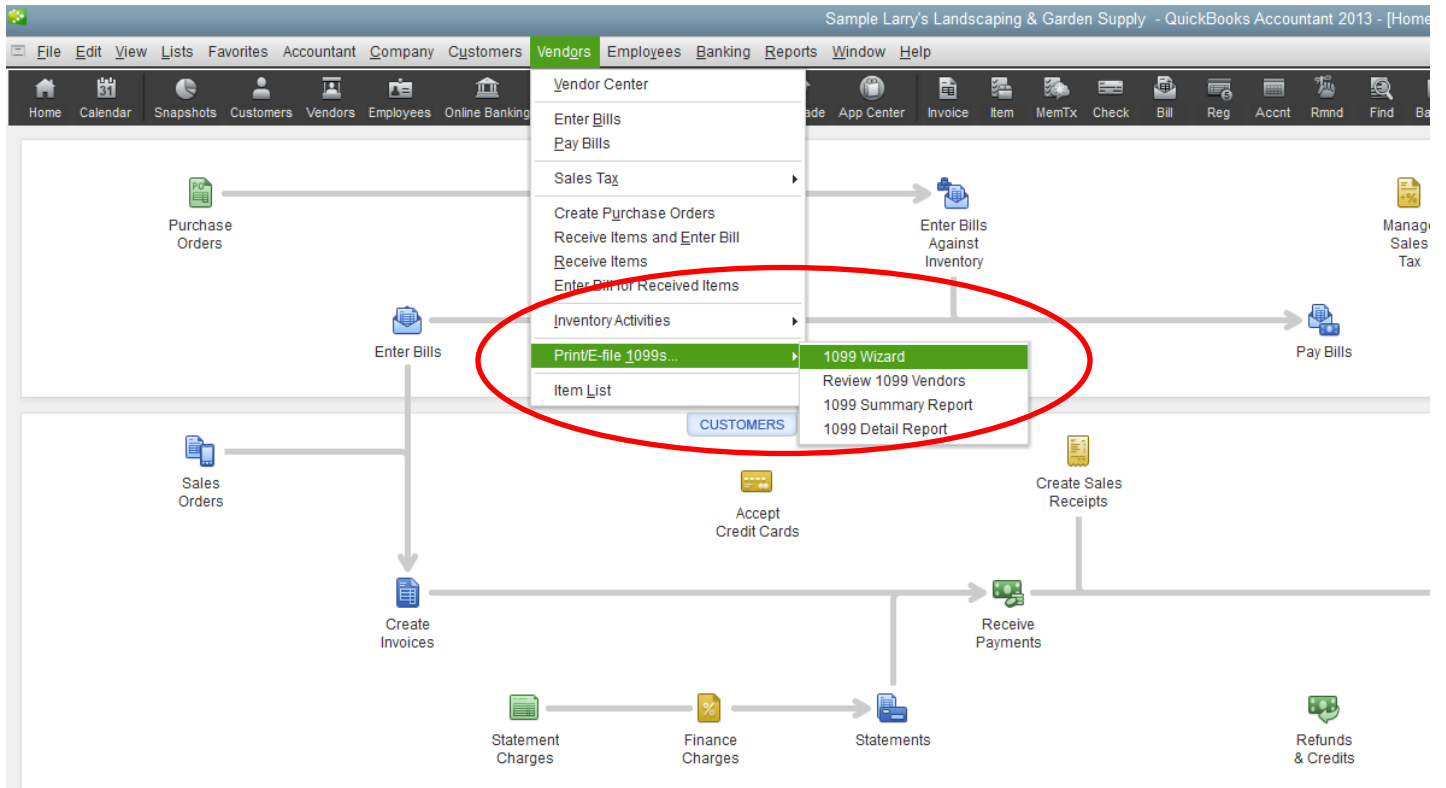


# Mapping 1099 Accounts




- Go to Vendors




- Go to **Print / E-file 1099s**
- Go to **1099 Wizard**

Home  
QuickBooks 1099 Wizard

## To prepare and file your 1099-MISC/1096 forms



- 1 Select your 1099 vendors**  
Select vendors to receive 1099-MISC forms.
- 2 Verify vendor information**  
Review and edit information for selected vendors.
- 3 Map your accounts**  
Choose which payments to report in each box on Form 1099-MISC.
- 4 Review vendor payments**  
Select debit, gift card and PayPal transactions to exclude from 1099-MISC forms.
- 5 Confirm 1099-MISC entries**  
Review the amounts to be reported on each vendor's Form 1099-MISC.
- 6 Choose a filing method**
  - **Print** 1099s and 1096 on preprinted forms to file by mail.
  - **E-file** 1099s electronically with the IRS using the Intuit 1099 E-File Service. You can also print copies on plain paper.



[Learn more about these options](#)

**Get Started**

- Click on **Get Started**

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QuickBooks 1099 Wizard

## Select your 1099 vendors

Select the vendors that need a Form 1099-MISC. (Changing the selections also changes the vendors' 1099 status in your company file.)

1 Select Vendors   2 Verify Vendors   3 Map Accounts   4 Review Payments   5 Confirm Entries   6 Choose Filing

Select All

Create Form 1099-MISC	Vendor Name	Account Used
<input checked="" type="checkbox"/>	Chris Markley	
<input checked="" type="checkbox"/>	Middlefield Nursery	Plants & Sod
<input checked="" type="checkbox"/>	Mike Scopellite	Subcontractors
<input checked="" type="checkbox"/>	Nolan Hardware and Supplies	Multiple
<input checked="" type="checkbox"/>	Patio & Desk Designs	Multiple
<input checked="" type="checkbox"/>	Robert Carr Masonry	Multiple
<input checked="" type="checkbox"/>	Sult Advertising	Advertising
<input checked="" type="checkbox"/>	Willis Orchards	Multiple
<input type="checkbox"/>	Bank of Anycity	Multiple
<input type="checkbox"/>	Bayshore CalOil Service	Multiple
<input type="checkbox"/>	Bayshore Water	Water
<input type="checkbox"/>	Brown Equipment Rental	Equipmental Rental
<input type="checkbox"/>	Cal Gas & Electric	Gas and Electric

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- Click on **Continue**

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## Verify your 1099 vendors' information

Edit each vendor's information as needed. Changes you make are saved in QuickBooks.

1 Select Vendors 2 **Verify Vendors** 3 Map Accounts 4 Review Payments 5 Confirm Entries 6 Choose Filing

Vendor Name	Tax ID*	Company Name	First Name	M.I.	Last Name	Address*	Phone
Chris Markley	333-33-3334		Chris		Markley	Chris Markley	415-555-0046
Middlefield Nursery	12-3456789	Middlefield Nursery	Scott		Metzger	Middlefield Nursery	415-555-0305
Mike Scopellite	621-78-2089		Mike		Scopellite	Mike Scopellite	415-555-8426
Nolan Hardware and Sup	12-3456789		Thomas	A.	Nolan	Nolan Hardware and Suppli	415-555-5483
Patio & Desk Designs	13-2456789					Patio & Desk Designs	415-555-8965
Robert Carr Masonry	98-7654321					Robert Carr Masonry	415-555-2046
Sult Advertising	98-7654321					Wayne Sult Advertising	415-555-1813
Willis Orchards	99-8877665		Edward	D.	Willis	Willis Orchards	415-555-9977

\*Required if e-filing

Need more information?

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- Click on **Continue**

QuickBooks 1099 Wizard

## Map vendor payment accounts

You used these QuickBooks accounts to track payments to your 1099 vendors. Now, tell QuickBooks where the amounts paid from each account should appear on Form 1099-MISC.

1 Select Vendors 2 Verify Vendors 3 Map Accounts 4 Review Payments 5 Confirm Entries 6 Choose Filing

Show 1099 accounts ▾

**Tip!**

Most companies map the accounts they use to pay 1099 vendors to Box 7: Nonemployee Compensation on Form 1099-MISC.

Tell me more about the 1099 boxes.

Report all payments in Box 7

Accounts used for 1099	Account type	Apply payments to this 1099 box
Advertising	Expense	Omit these payments from 1099 ▾
Decks & Patio	Expense	Omit these payments from 1099 ▾
Delivery Fee	Expense	Omit these payments from 1099 ▾
Fountains & Garden Lighting	Expense	Omit these payments from 1099 ▾
Plants & Sod	Expense	Omit these payments from 1099 ▾
Subcontractors	Expense	Omit these payments from 1099 ▾
Decks & Patios	Income	Omit these payments from 1099 ▾
Fountains & Garden Lighting	Income	Omit these payments from 1099 ▾
Inventory Asset	Other Current Asset	Omit these payments from 1099 ▾

Your settings do not match the current IRS thresholds. [Show IRS 1099-MISC filing thresholds](#)

[Need more information?](#)

- Click on **Show IRS 1099-MISC filing thresholds**

**Map vendor payment accounts**

You used these QuickBooks accounts to track payments to vendors. Now, tell QuickBooks where the amounts paid from each account should be reported on Form 1099-MISC.

**Tip!**  
Most companies map the accounts they use to pay 1099 vendors to Box 7: Nonemployee Compensation on Form 1099-MISC.  
[Tell me more about the 1099 boxes.](#)

Report all payments in Box 7

**Accounts used**

- Advertising
- Decks & Patios
- Delivery Fee
- Fountains & Gardens
- Plants & Sod
- Subcontractors
- Decks & Patios
- Fountains & Gardens
- Inventory Assets

**1099-MISC IRS Thresholds**

What are filing thresholds?  
QuickBooks only prepares Form 1099-MISC if the total you've paid the vendor is above the thresholds set by the IRS as shown below.

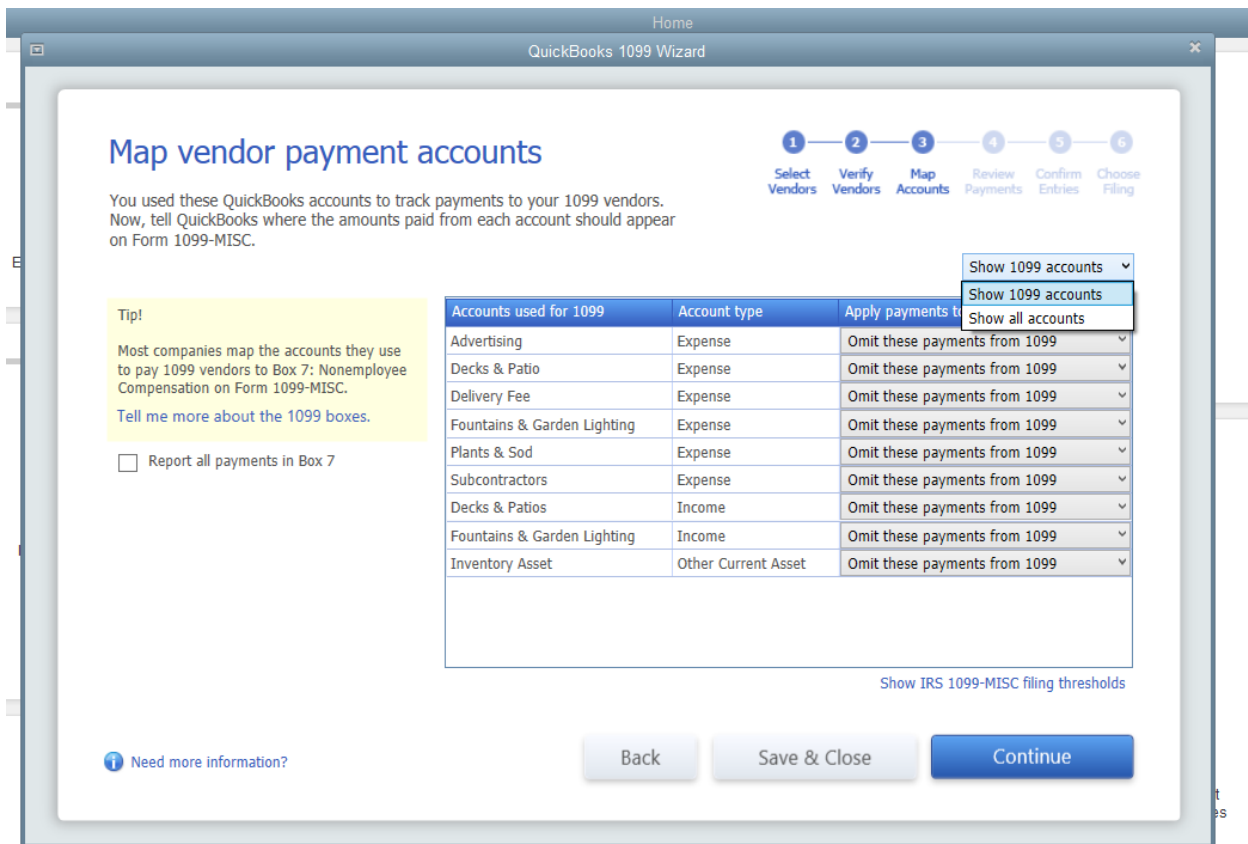
1099 Box	Thresholds
Box 1: Rents	600
Box 2: Royalties	10
Box 3: Other Income	0
Box 4: Federal Tax Withheld	0
Box 5: Fishing Boat Proceeds	0
Box 6: Medical Payments	0
Box 7: Nonemployee Compensation	600
Box 8: Substitute Payments	10
Box 9: Direct Sales	5000
Box 10: Crop Insurance Proceeds	0
Box 13: Excess Golden Parachute	0
Box 14: Gross Proceeds to Attorney	0

Your settings do not match the current IRS thresholds.

[Reset to IRS thresholds](#)

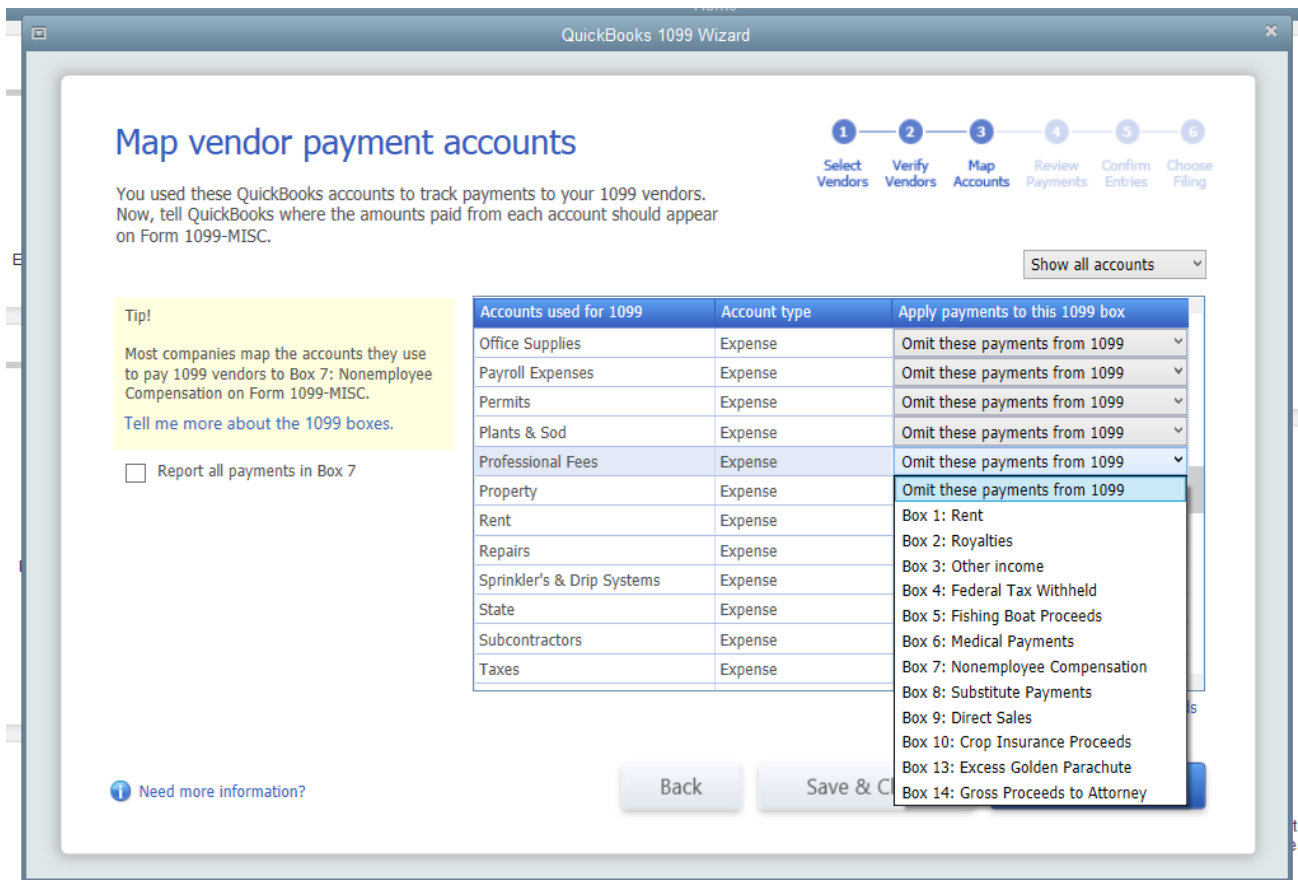
[Cancel](#) [Save & Close](#)

- Click on **Reset to IRS thresholds**
- Click on **Save and Close**

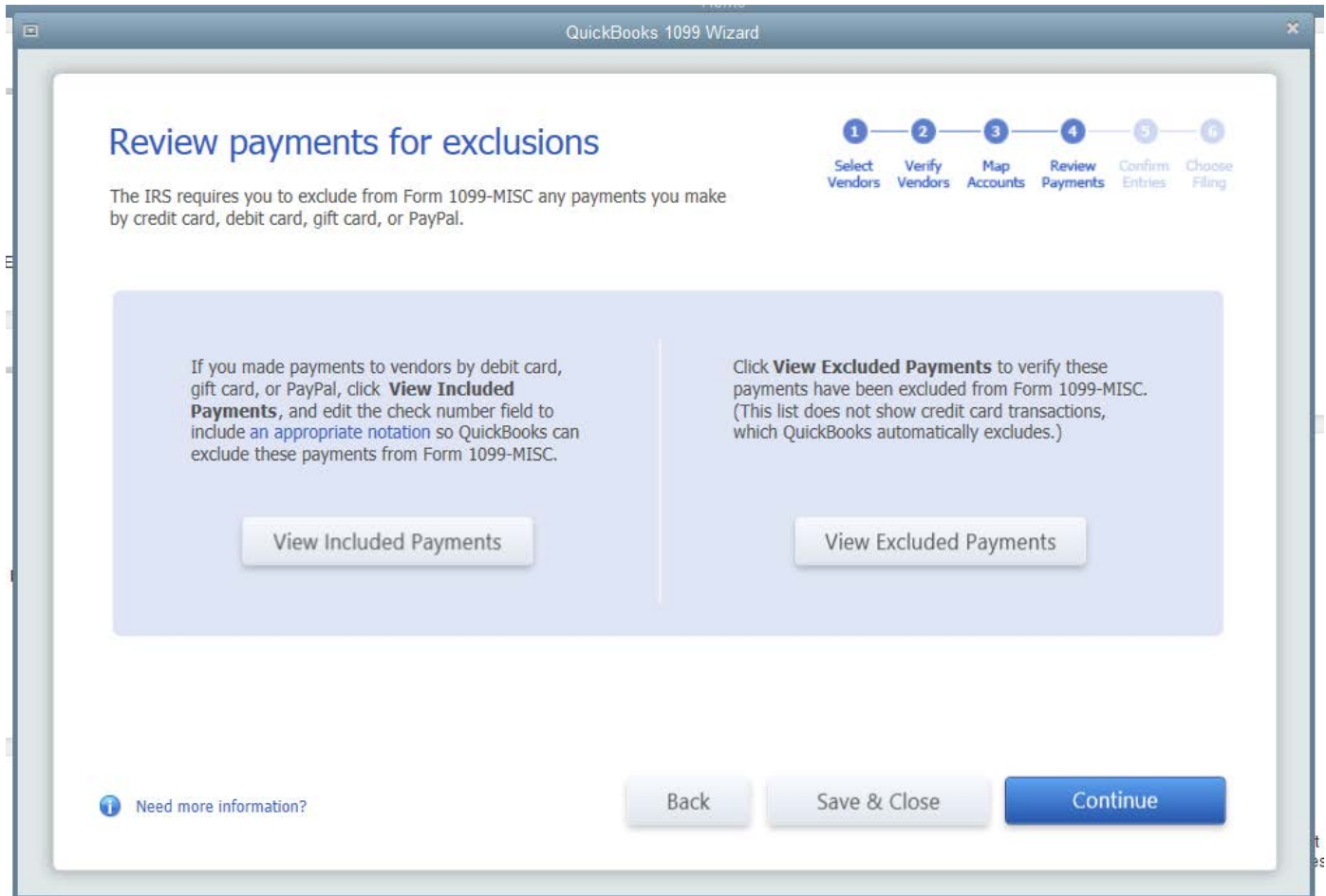


- Click on **Show 1099 accounts**. A drop down menu will appear
- Click on **Show all accounts**





- For each Account Type that receives a 1099 you will need to tell QuickBooks where the amounts paid from each account should appear
- Click on **Apply payments to this 1099 box**. A drop down menu will appear
- Click on appropriate box for the account
- When are finished click on **Continue**



- Click on **Continue**

Home  
QuickBooks 1099 Wizard

## Confirm your 1099 entries

Review this summary of vendors for whom you are creating Form 1099-MISC and the amounts being reported for the calendar year shown. Double-click any amount to review transaction details.

1 Select Vendors 2 Verify Vendors 3 Map Accounts 4 Review Payments 5 Confirm Entries 6 Choose Filing

**Form 1099-MISC for 2016** [See Other Years: Summary Report | Detail Report](#)

Vendor Name	Tax ID	Total Included on 1099	Total Unmapped Payments	Total
Patio & Desk Designs	13-2456789	0.00	1,150.00	1,150.00
Sult Advertising	98-7654321	0.00	240.00	240.00
<b>TOTAL</b>		0.00	1,390.00	1,390.00


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- Click on **Continue**

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QuickBooks 1099 Wizard


## Choose a filing method

1 — 2 — 3 — 4 — 5 — 6  
Select Vendors — Verify Vendors — Map Accounts — Review Payments — Confirm Entries — Choose Filing

 You're ready to choose a filing method!

### Print

Print 1099s and the 1096 on preprinted forms and mail to the IRS. (The IRS doesn't accept forms on plain paper.)



**Need to order preprinted forms?**  
Our forms are designed specifically for QuickBooks and print your data directly from QuickBooks on to the correct section of each form

Get forms in as little as 3 days

Order forms [Print 1099s](#)


### E-file

File electronically with the IRS using the Intuit 1099 E-File Service. Fees apply.

**Is e-filing right for you?**

- The IRS requires you to e-file if you submit over 250 forms.
- You can print copies for vendors or yourself on plain paper.
- When you e-file, the IRS doesn't require a 1096 summary form.
- If your state participates in the combined federal/state e-filing program, e-filing, your federal 1099s can simplify your state filings. Does my state participate?

[Go to Intuit 1099 E-File Service](#)

 Need more information?

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- Click on **Save & Close**