Vendor 1099s Year-end Checklist

Perform all tasks, in the given order, for your current company data unless directed otherwise.

* If you want to print 1099 forms, order them from [Sage Construction and Real Estate Forms](http://www.sagecreforms.biz/) or telephone 800‑760‑7929.   
  For more information, see [What W2 and 1099 forms will I need to order?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=17395&sliceId=1)
* Before printing vendor 1099s, enter all invoices for the current calendar year that should be included in the 1099 totals.
* Before printing vendor 1099s, pay all invoices that need to be paid for the current calendar year.
* Read Knowledgebase article [How do I prepare for processing vendor 1099s at year-end?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=26538&sliceId=1)
* Print the **4-1-1-61 Vendor 1099** Report and use it to review vendor **Tax IDs** and 1099 Types. Correct Tax IDs and 1099 Types, as needed, in the vendor records.
* Print the **4-1-5-61 Vendor 1099 Payments report** and use it to review vendor 1099 amounts for the reporting calendar year. Adjust balances as needed.

Note: 1099 totals are accumulated and reported by calendar year. You can enter and pay invoices for the new calendar year in your current company data. They will not affect your 1099 reports for the previous year, and you do not need to reset 1099 balances.

* Review and correct your company's Federal Tax ID# and State Tax ID#s and company information in the 7-1 Company Information window.
* Install the year-end software update before generating 1099s and other government forms and reports.   
  For more information, see [FAQ Year End update](https://support.na.sage.com/selfservice/viewdocument.do?externalId=22246&sliceId=1).
* Use the **4-5 Vendor 1099 Forms**window to generate your 1099 forms for the current company data. See [How do I print or generate Form 1099 for my vendors?](https://support.na.sage.com/selfservice/viewdocument.do?externalId=29066&sliceId=1)