

## 1099-MISC Processing Handout 3

**NOTE:** Effective with the 2011 tax year filed in 2012 and later, the government will no longer accept separate 1099 files from schools. All ECA and financial 1099 information **MUST** be combined in a single file. If you do not currently license the RDS Extra-Curricular Accounting software, contact Jenna Vasaitis for information.

The file to be submitted electronically to the IRS is automatically created when generating the 1099-MISC, 1099-INT & 1099-S forms (F13-10-2) and it is continuously updated to meet the IRS record layout specifications.

What follows are the instructions we received from the IRS. We are making this information available as a means to help you with your electronic submission. **However, each customer is ultimately responsible for creating the required file in the RDS system, transferring that file to their PC or laptop, and uploading that file to the IRS using the IRS guidelines.**

Basic Steps for Electronic Submission of 1099-MISC forms (each step will be explained):

- Obtain a transmitter control number from the IRS by filing application #4419 Application for Filing Information Returns Electronically (FIRE)
- Create the 1099-MISC file using F13-10-2
- Transfer the 1099-MISC file created to your PC
- Upload the file to the IRS

1. To begin, download these publications/forms:

#3609 Step by step instructions for submitting files electronically (please read publication thoroughly).

<http://www.irs.gov/pub/irs-pdf/p3609.pdf>

#4419 Transmitter control number form

<http://www.irs.gov/pub/irs-pdf/f4419.pdf>

Fill out form #4419 with the correct information. **IMPORTANT!!** In item #8, if you are using the RDS created file for electronic submission, you should check the first box "I have or will have software which will format my data into the IRS required format". The creation of the file in the RDS system is **NOT** the same as submitting the form to the IRS. RDS creates the file, but **YOU** are responsible for submitting the file to the IRS.

2. In the RDS software, create your 1099-MISC forms like usual using function Print 1099 Forms (F13-10-2). When the screen titled '1099-MISC Electronic File' is displayed, fill in all of the information. This information will be placed in your magnetic media file that will be transferred to the IRS. This step will create file IRS001 in FARSSA. This is the file that will be transferred to your PC to be uploaded to the IRS.

**Note:** Because of size limitations for the electronic files, more than one electronic file may be created. If this is the case, the files will be created sequentially (i.e. IRS001, IRS002, IRS003, etc). Most likely, you will only have one file to submit. Although the screen says your electronic file must be named IRSTAX.001, etc, you can choose whatever file name is meaningful to you.

3. Using the instructions attached, transfer the file created above to your computer. Note the location of your file, as you will need to find it when you reach the upload step below.

4. Access the IRS electronic filing website <http://fire.irs.gov> and using the TCC you will receive from the IRS, follow the IRS instructions to transmit your file. It is recommended that you send a test file prior to actual submission of your file to be sure you are sending your file in the correct format.

Other relevant information:

**NOTE: For the State of Indiana Only: Following is the State contact person for the IRS.**

**All of Indiana: Raelane Hoff 812-231-6502 [Raelane.K.Hoff@irs.gov](mailto:Raelane.K.Hoff@irs.gov)**

Website for uploading electronic files: <http://fire.irs.gov>

Website for IRS information and publications #3609 and form #4419:  
<http://www.irs.gov/index.html>

It is the responsibility of RDS to create a file on our system that fulfills the IRS guidelines. Creating the file on the RDS system is NOT the same as transmitting the file to the IRS. **YOU are responsible for the submission.** We suggest you start with the guidelines we have provided, however, this is not an exhaustive list. It is important to understand that you are responsible for submitting your 1099M file to the IRS.

If you require additional information, please contact the IRS at the toll free number provided.

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