AccuPay 2023 Electronic 1099 Transmittal

Each Excel File Needs a Separate Transmittal

PLEASE NOTE: Non-Employee Compensation requires **Form 1099-NEC**- needs separate Transmittal & Spreadsheet

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	

Verify Payer Information: (Make any corrections below):

Payer Info	
Name:	
Address:	
City, State and Zip:	
Federal ID Number:	California State Acct Number (optional)
Phone:	

Additional Options:	ACCUPAY to mail PAYEE copies @ $1.30 each (price includes postage and envelopes.)	☐	Check to Mask SSN on Payee's copy of 1099	☐	Number of PAYEE 1099 ENVELOPES wanted: (N/A if AccuPay is mailing for you)	☐
Form 1099-NEC Only: Complete only if DE542 desired.	Contact Person for DE542 (12 char) _____	Print DE542 for all CA payees with Non-EE Comp ☐	OR	Print DE542 for SELECTED payees only ☐	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: Non Employee Compensation	1	123,456.78	
Money Amount 1:			
Money Amount 2:			
Money Amount 3:			
Money Amount 4:			

Answer Questions below:

1. Payee names format: (Must be consistent within the file.)		All FIRST name first ☐	LAST name first ☐
2. Tax Filing:	1099s are automatically filed electronically with the IRS. If money is taxable to California, a separate file will also be sent to California. **NOTE:** AccuPay does NOT participate in the combined Federal & State reporting program.	**Check ONE box:** Send ALL payees to California ☐	Send NO payees to California ☐ / Send payees with Calif addresses to California ☐
3. Tax ID Numbers:	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.		**Check here** if you did NOT format with dashes ☐
4. Shipping Instructions:	Select shipping method for your package: PrintBack(PDF) ☐ Ground shipping ☐	Special Instructions:	

Send File to AccuPay: If your file is password protected, what is the password? _____

E-MAIL:	**tech@accupayonline.com**	FAX:	**925-945-6544**
OR			
SECURE DATA LINK: **accupayonline.com/submit-documents**			

APAY USE			Discount		OVRD			