AccuPay 2025 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	

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 @ $1.40 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**		