

1099-R Year-End Processing Webinar



Dial 1 (872) 240-3212

Access Code: 577-995-701

<https://meet.goto.com/577995701>

Theresa Campbell & LuAnn Moore
Wednesday, December 14, 2022
10:00 AM



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<input type="checkbox"/> CORRECTED (if checked) OMB No. 1545-0119 2022 Form 1099-R					Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ToA Fire District 219 LEWIS WHARF BOSTON, MA 02110-3927 (617)-494-5100				Copy B Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return. This information is being furnished to the IRS.		
RECIPIENT'S name LAWRENCE A CORREIA Street address (including apt. no.) 27 COUNTY ST City or town, state or province, country, and ZIP or foreign postal code CAMBRIDGE MA 02138				PAYER'S TIN 041234564 RECIPIENT'S TIN ***-**-5443 Account number (see instructions) SCHOOLBHS-071798		
1 Gross distribution \$ 10,260.12	2a Taxable amount	2b Taxable amount not determined <input checked="" type="checkbox"/> Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) \$ 0.00	4 Federal income tax withheld \$ 698.04		
5 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 7	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other 0.00	9 0%	
9a Your percentage of total distribution 0.00%	9b Total employee contributions \$ 0.00	10 Amount allocable to RRR within 5 years \$ 0.00	11 1st year of design. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment		
14 State tax withheld \$ 513.00 \$ 0.00		15 State/Payer's state no. MA 041234564		16 State distribution \$ 10,260.12 \$ 0.00		
17 Local tax withheld \$ 0.00 \$ 0.00		18 Name of locality		19 Local distribution \$ 0.00 \$ 0.00		

Form 1099-R (keep for your records) www.irs.gov/Form1099R Department of the Treasury - Internal Revenue Service

Tips for GoToMeeting



The screenshot shows the GoToMeeting application window. At the top, there are two participant thumbnails labeled 'TC' with a red circle '2' next to the left one. To the right of the thumbnails is a chat bubble icon with a red circle '3' next to it. Below the thumbnails is a large central window displaying a webinar titled '1099-R WEBINAR' with details: 'Dial 1 (646) 749-3122', 'Access Code: 265-801-709', and 'Theresa Campbell & LuAnn Moore Wednesday, December 15, 2021 10:00 AM'. A red circle '1' is next to the bottom of this window. To the right of the central window is a vertical toolbar with a camera icon, a plus sign, a minus sign, and a zoom icon, with a red circle '4' next to the plus sign. At the bottom of the window is a toolbar with icons for Mic, Camera, Screen, and Leave. On the far right, a chat window is open with a message: 'Me to Everyone 3:53 PM Welcome to the webinar. Please say hello when you join the meeting'.

1. Controls appear when the mouse is moved onto the G2M window
2. Slider resizes the viewing canvas versus the attendee's area
3. Chat bubble allows for questions
4. Camera and zoom controls for screenshots or a closer look

What Will We Cover?



Who receives a 1099-R

Tools

1099-R Reporting Information

1099-R Balancing

1099-R Adjustments

1099-R Processing

1099-R Filing

Who Receives a 1099-R?



File Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., for each person to whom you have made a designated distribution or are treated as having made a distribution of \$10 or more from profit-sharing or retirement plans, any individual retirement arrangements (IRAs), annuities, pensions, insurance contracts, survivor income benefit plans, permanent and total disability payments under life insurance contracts, charitable gift annuities, etc.

Also, report on Form 1099-R death benefits payments made by employers that are not made as part of a pension, profit-sharing, or retirement plan.

Tools



Human Resources ► Help Reference Library – Year-End Processing

[HR-575 Email Electronic Tax Forms to Employees](#)

[HR-635 Email W2, 1095C, 1099R](#)

[HR-650 1099-R Processing](#)

[Release Notes](#)

[HR-660 IRS Instructions for Form 1099-R](#)

Email 1099-R Forms



AUC can provide emailed forms to payees

This requires that the payee provide *explicit affirmative consent*; see these documents:

[HR-575 Email Electronic Tax Forms to Employees](#)

[HR-635 Email W2, 1095C, 1099R](#)

(this refers to emailing previously attached forms after the process is complete – if the payee needs it sent again)

FIRE System Re-Registration Req'd



Please **visit the FIRE system *registration site* ASAP** to re-register!!!

FIRE System

For *filing returns*, the system will be down for annual updates between: November 25, 2022 - Jan 5, 2023

Available January 6, 2023

Reporting deadline is March 31, 2023

[Filing Information Returns Electronically \(FIRE\) |](#)
[Internal Revenue Service \(irs.gov\)](#)



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Due Dates & Filing Requirements



Mail or email 1099R forms to **payees by January 31, 2023**
Submit the 1099R **Electronic file by March 31, 2023**;
Check that the file is accepted by the **FIRE System**

File Forms ...1099(R)by March 31, 2023, if filing electronically... (see the *Guide to Information Returns, section C, and page 28, excerpted below.*)

Guide to Information Returns (Continued)					
Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(B) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)).	\$10 or more	February 28*	January 31

State Filing



Table 1: Participating States and Codes*

State	Code	State	Code	State	Code
Alabama	01	Indiana	18	Montana	30
Arizona	04	Kansas	20	Nebraska	31
Arkansas	05	Louisiana	22	New Jersey	34
California	06	Maine	23	New Mexico	35
Colorado	07	Maryland	24	North Carolina	37
Connecticut	08	Massachusetts	25	North Dakota	38
Delaware	10	Michigan	26	Ohio	39
Georgia	13	Minnesota	27	Oklahoma	40
Hawaii	15	Mississippi	28	South Carolina	45
Idaho	16	Missouri	29	Wisconsin	55

*The codes listed apply to the CF/SF Program and may not correspond to state codes of agencies or programs outside of the IRS.

1099-R Reporting Information



1099-R Wages based on the Base Bucket Table

1099-R Deductions based on:

Cost Code Table

Employee Maintenance – Payroll Tab

Year End Processing –

List of Cost Codes by W2/1099-R Box

Report Library ► Paychecks Other ► #6755 List of Cost Codes by W2/1099R box

Base Bucket Table

Human Resources ► Tables ► Base Buckets



See [Slide #24](#) for a sample Base Bucket checking report.

[AUC] 6425-Base Buckets

Base Buckets

Goto...

Actions

3-Edit List

1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				

1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				
5	Total Wages				01

1 Gross distribution \$ 10,260.12	2a Taxable amount	2b Taxable amount not determined Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) \$0.00	4 Federal income tax withheld \$ 698.04
5 Employee contributions / Designated Roth contributions for insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 7	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other 0.00 0%
9a Your percentage of total distribution 0.00%	9b Total employee contributions \$ 0.00	10 Amount allocable to RRR within 5 years \$ 0.00	11 1st year of desig. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment
14 State tax withheld \$ 513.00 \$ 0.00	15 State/Payer's state no. MA 041234564	16 State distribution \$ 10,260.12 \$ 0.00		
17 Local tax withheld \$ 0.00 \$ 0.00	18 Name of locality	19 Local distribution \$ 0.00 \$ 0.00		

Form 1099-R (keep for your records) www.irs.gov/Form1099R Department of the Treasury - Internal Revenue Service 1099r

Cost Code Table

Human Resources ► Tables ► Cost Code Table



Cost Code Table

Goto...

Cost Code MA STATE TAX

Actions

W2 Box # 17-#1 W2 Description Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A Subtract ☐ Yes ☒ No

1099-R Box # 14-#1 Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A

Slide 26 has a sample of the cost code report.

1 Gross distribution \$ 456.00	2a Taxable amount \$421.80	2b Taxable amount not determined <input type="checkbox"/> Total distribution <input checked="" type="checkbox"/>	3 Capital gain (included in box 2a) \$ 0.00	4 Federal income tax withheld \$ 0.00
5 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 1	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other 0.00 0%
9a Your percentage of total distribution 0.00%	9b Total employee contributions \$ 0.00	10 Amount allocable to IRR within 5 years \$ 0.00	11 1st year of desig. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 11 Date of payment
14 State tax withheld \$ 16.86 \$ 0.00	15 State/Payer's state no. MA 041234564	16 State distribution \$ 421.80 \$ 0.00	17 Local tax withheld \$ 0.00 \$ 0.00	18 Name of locality 19 Local distribution \$ 0.00 \$ 0.00

Employee Master File



Payroll tab on the employee master file— designate values for boxes 2b, 7, IRA/SEP/SIMPLE, 8, 9a, 9b, 10, 11, 12, & 13

Employee Maintenance

Employee Number: 371930 KEITH GEMMA
Position: T220FIRFGTR-01 Firefighter 1 Of 1

Employee Attachments (3)
Employee Position Attachments

1 Contact 2 Personal 3 Ded/Ben 4 Add Wage 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents VACA

Friday 8.00
Saturday
Sunday
Monday 8.50
Tuesday 8.50
Wednesday 8.50 1.00
Total # Hours 42.00 Total # Days 1.00

1099-R Information

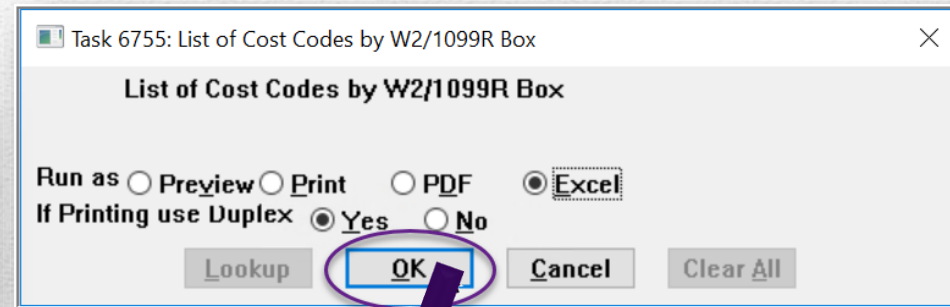
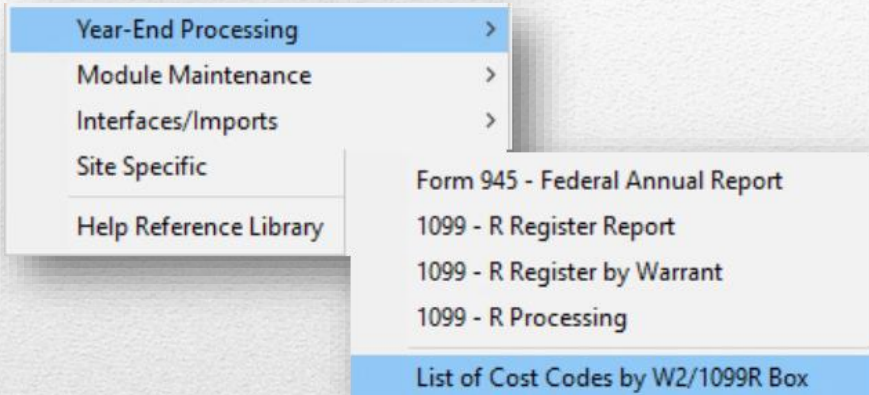
Box 2b Tax not determined ☐ Total distribution ☐
Box 7 7 A Box 9a ☐ % IRA/SEP/SIMPLE ☐
Box 8 ☐ Box 9b ☐
Box 8 ☐ % Box 10 ☐ Box 11 0000
Box 12 FATCA filing requirement ☐ Box 13 ☐

1 Gross distribution \$ 1,656.04	2a Taxable amount \$1,074.21	2b Taxable amount not determined <input type="checkbox"/> Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) \$0.00	4 Federal income tax withheld \$ 97.25
5 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 7 A	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other 0.00
9a Your percentage of total distribution 0.00%	9b Total employee contributions \$ 0.00	10 Amount allocable to IRR within 5 years \$ 0.00	11 1st year of design. Roth contrib. <input type="checkbox"/>	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment
14 State tax withheld \$ 59.05 \$ 0.00	15 State/Payer's state no. MA 041234564	16 State distribution \$ 1,181.04 \$ 0.00		
17 Local tax withheld \$ 0.00 \$ 0.00	18 Name of locality	19 Local distribution \$ 0.00 \$ 0.00		

Form 1099-R (keep for your records) www.irs.gov/Form1099R Department of the Treasury - Internal Revenue Service

Verify Cost Codes by 1099R Box

Year-End Processing ► List of Cost Codes by W2/1099R Box



CostCode_W2_6755_THERESA[1].xml - Excel

	A	B	C	D	E	F	G	H	I	J
	W2 B	Descr	Apply To	PensIn	1099R Box	Descr	Apply To	Cost Cod	Description	Over 50
1	02		Deduction	N	04		Deduction	FED	FEDERAL TAX	N
2	02		Deduction	N	04		Deduction	FED+	ADDITIONAL FED TAX	N
3	02		Deduction	N	04		Deduction	FED-	ADDL FED TAX/NOSEP	N
4	02		Deduction	N	04		Deduction	FED2020	FED 2020 TAX TABLES	N
5	02		Deduction	N	04		Deduction	MA	STATE TAX	N
123	17-#1		Deduction	N	14-#1		Deduction	MA+	ADDITIONAL STATE TAX	N
124	17-#1		Deduction	N	14-#1		Deduction	MA-	ADDL STATE TAX/NOSEP	N
125	17-#1		Deduction	N	14-#1		Deduction			N
320										

1099-R Balancing

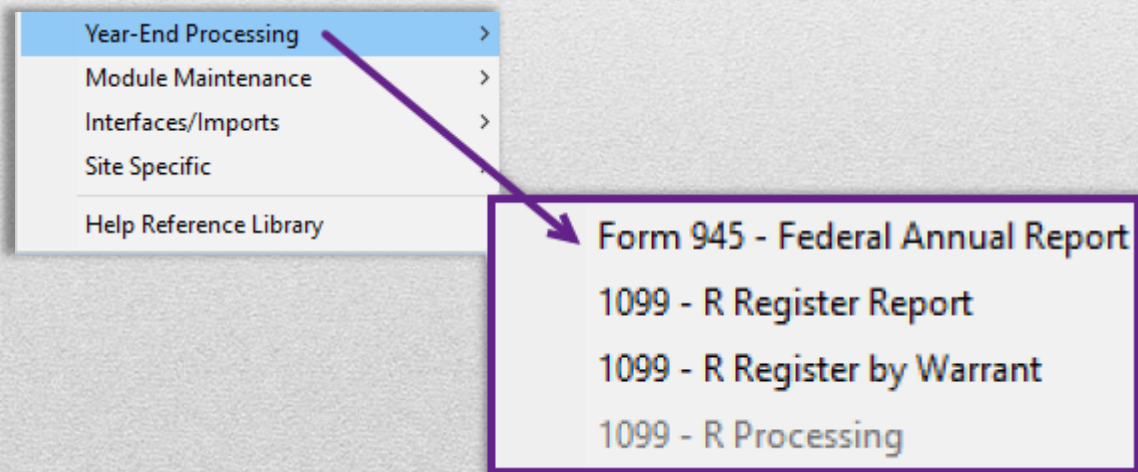


Human Resources ► Year-End Processing

1099-R Register Report

1099-R Register by Warrant

Form 945 – Federal Annual Report



Balance by Employee

Human Resources ► Year-End Processing ► 1099-R Register



Task 6135: 1099 - R Register Report

1099 - R Register Report

Required: Check Date Range (mmddyyyy) From: **01012022** To: 12312022

Required: Entity Code **2** Town of ADMINS Fire District

Sort Report By: ☒ Employee# ☐ Employee Name

Run as ☒ Excel

Lookup OK Cancel Clear All

HR1099Payreg_6135_THERESA[1].xml - Excel

File Home Insert Page Layout Formulas Data Review View Help

T18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Payroll 1099R Register																				
2	Check Date(s): 01012022 to 12312022																				
3																					
4	Emp No	Employee	Soc Sec Nu	Dist.	Gross dist	Taxable an	Federal inc	State tax w	State distr	Taxable ar	Total distr	Distributio	IRA/SEP/SIM	Box 8 Oth	Box 8 %	Box 9a Pe	Box 9b To	Box 10 An	Box 11 1s	FATCA	Box 13
5	071774	LUKASEK, L 001-10-5411	Print		6,401.29	5,345.98	629.95	296.31	5,926.29		X	G							0000		
6	071798	CORREIA, L 001-10-5441	Print		10,260.12		698.04	513.00	10,260.12	X		7							0000		
7	071820	GEMMA, KE 001-10-5461	Print		1,656.04	1,074.21	97.25	59.05	1,181.04			7A							0000		
8	071823	LINGLEY, KI 001-10-5461	Email		1,656.04	1,074.21	57.42	48.67	1,181.04			7							0000		
9	by 2 Town of ADMINS F entity Total:				19,973.49	7,494.40	1,482.66	917.03	18,548.49												
10	Grand Total:				19,973.49	7,494.40	1,482.66	917.03	18,548.49												
11																					
12																					

Balance by Warrant



Year-End Processing ► 1099-R Register by Warrant Report

Task 6136: 1099 - R Register by Warrant

1099 - R Register by Warrant

Required: Check Date Range (mmddyyyy) From: 01012022 To: 12312022

Required: Entity Code 2 Town of ADMINS Fire District

Run as ☒ Excel

Lookup OK Cancel Clear All

HR1099Paywar_6136_THERESA[1].xml - Excel

Search (Alt+Q)

Theresa Campbell TC

File Home Insert Page Layout Formulas Data Review View Help

A2 Check Date(s): 01012022 to 12312022

Warrant	Check Date	Gross distribution	Federal Taxable Wages UseEmployeeRegister	Federal income tax withheld	State tax withheld -First	State distribution -First
903717	8/31/2022	3,420.04		229.91	171.00	3,420.04
903718	8/31/2022	1,202.13		135.73	60.11	1,202.13
903720	9/7/2022	1,181.04		131.10	59.05	1,181.04
903723	9/14/2022	3,420.04		229.91	171.00	3,420.04
903724	9/14/2022	1,181.04		131.10	59.05	1,181.04
903726	9/21/2022	1,181.04		131.10	59.05	1,181.04
903731	10/29/2022	8,388.16		493.81	337.77	6,963.16
Total of ADMINS F		19,973.49		1,482.66	917.03	18,548.49
Grand Total		19,973.49		1,482.66	917.03	18,548.49

Ready Accessibility: Unavailable

1099-R Adjustments

HR ► Help Reference Library ► HR-650 1099R Processing



All 1099-R adjustments are processed through payroll manual checks or timesheets using the calendar year end.

(See section 6 of the [HR-650 1099-R Processing](#) document in the Human Resources Help Reference Library under Year End Processing)

6. ADJUSTING 1099-R WAGES/WITHHOLDINGS

If discrepancies in wages and/or withholdings need to be corrected before issuing 1099-Rs, make those corrections to the individual employees and post those changes to their paycheck history file. No adjustments or overrides to year-to-date amounts computed by the 1099-R Register process are allowed because all corrections require an audit trail.



WILL ADJUSTMENTS AUTOMATICALLY BE REFLECTED IN THE 1099-R FILE?

No. If corrections are processed, re-build the 1099-R Work File to include the changes.

Before You Begin...



Year-End Processing ► 1099 R Processing

Check that the 1099 forms created for last year have been saved as Employee Attachments – if not, run the step before clicking on the Reset 1099-R Menu step.

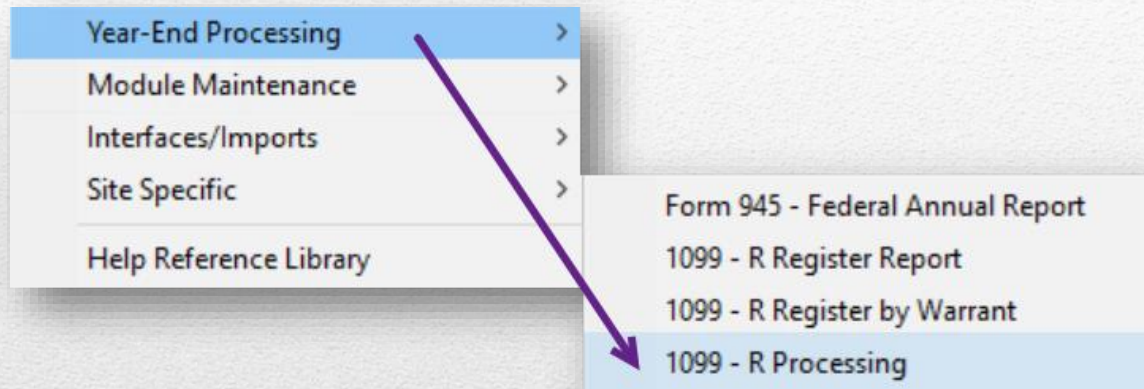
The menu should look like this – without any dates or start/end times in the columns, indicating that the previous year was run to completion.

1099 - R Processing				
Description	Date	Start	End	Success
Reset 1099 - R Menu				
1099R Entity Table				
Build 1099 - R Files				
Review 1099 - R Forms				
Print 1099 - R Forms				
Email 1099 - R Forms				
Federal 1099 - R File				
Save 1099R Forms as Employee Attachments/Archive				



1099-R Processing

Year End Processing ► 1099-R Processing



The first three steps will be available – the remaining steps will not be clickable until the pre-requisite steps are run.

1099 - R Processing

Description

Reset 1099 - R Menu
1099R Entity Table
Build 1099 - R Files
Review 1099 - R Forms
Print 1099 - R Forms
Email 1099 - R Forms
Federal 1099 - R File
Save 1099R Forms as Employee Attachments/Archive

1099-R Entity Table



1099R Entity Table

Do you have access to the Export directory?

Are Social Security Numbers Masked?

1099R Entity Table

Entity ☒ Description Town of ADMINS Fire District ☐ 1099-R ☐ W-2

Name ToA Fire District
Address 1 219 LEWIS WHARF
Address 2
Address 3
City BOSTON Phone (617) 494-5100
State MA Zip Code 02110-3927 Fed Tax ID 041234564
Country State Tax ID 041234564

1 Payroll W2 2 Payroll W2 ACA 3 Payroll 1099-R 4 Payroll 1099-RACA

REQUIRED FIELDS ARE BOLD

Transmitter Control Code BBQXY
Combined Filing State Number 25
Contact Name LUANN MOORE
Contact Phone (617) 494-5100 Ext 2123
Contact Email LUANN@ADMINS.COM

Export Directory ☒ hrlis:

Mask SS# as *-**-####** ☒ Yes ☐ No

1099-R Info Line 1 State MA State Number 25 State ID Number 041234564 State Tax Entity 12345
1099-R Info Line 2 State State Number State ID Number State Tax Entity

BEST PRACTICE

Give ADMINS access to the Export Directory



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Build 1099-R Files



Build 1099 - R Files

Task 6533: Build 1099 - R Files

Build 1099 R Files

Required: Enter Year


Run as ☐ Preview ☐ Print ☒ PDF
If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Enter the tax year

This step produces six reports.

List of Base Buckets for 1099 - R			
=====	=====	=====	=====
Code	Description	Annual Maximum	1099-R Box
=====	=====	=====	=====
No Records Selected			



List of Cost Codes for 1099 - R	
No Records Selected	

Without 1099R cost codes or base buckets set, the 1099Rs cannot be produced.

#6479—1099R Entity Table Listing



6479-HR1099RENTIPT.REP

1

Town of Admins
1099R Entity Table Listing

```
=====
Entity Name & Address                Fed ID      State ID      Status
=====
2      ToA Fire District              041234564    041234564     A
      219 LEWIS WHARF
      BOSTON, MA 02110-3927
      (617) 494-5100
```

Transmitter Control Code: BBQXY
Combined Filing State Number: 25
Contact Name: LUANN MOORE
Contact Phone: (617) 494-5100 2123
Contact Email: LUANN@ADMINS.COM
Export Directory: hrlis:

Mask SS# as ***-**-1234: Yes

	State Number	State	State ID Number
Line 1	25	MA	041234564
Line 2	00		

See [Slide 21](#) for
the Entity Table
setup

#6546—Base Bucket Report



2

6546-HR1099RBASBUK.REP

Town of Admins

List of Base Buckets for 1099 - R

===== Code =====	===== Description =====	===== Annual Maximum =====	===== 1099-R Box =====
1	Federal Tax Wages		02A
3	State Taxable Wages		16-#1
5	Total Wages		01

*** Grand Total *** Number of Records : 3

Slide #11 describes the Base Bucket table relationship to the 1099R forms.

#6132—1099R Box Checking



6132-HR1099RLABEL.REP

Page 1

3

Town of Admins
1099R Box Checking

Question	Response
Gross distribution set?	Y
Federal income tax withheld set?	Y

Legend:

=====

If Gross distribution is set to N, then set the 1099-R Box in Base Bucket Table

If Federal income tax withheld is set to N then set the 1099-R box in the Cost Code Table.

[Slide #11](#) describes the Base Bucket table and [Slide #12](#) describes the Cost Code Table relationship to the 1099R forms.

The screenshot displays two overlapping windows from a software application. The top window, titled "[AUC] 6425-Base Buckets", shows a table with columns: 1 Bucket, 2 Description, Annual Maximum, W2 Box, W2 Desc, and 1099-R. The table contains rows for Federal Tax Wages, Medicare Wages, State Taxable Wages, Retirement Wages, and Total Wages. The bottom window, titled "[AUC] 6430-Cost Code Table", shows a form with fields for Cost Code (FED2020), W2 Box # (02), W2 Description, 1099-R Box # (04), and various checkboxes for Applies to (Benefit, Deduction, Both, N/A) and Subtract (Yes, No). The status bar at the bottom indicates "Status: Cost Code Active".

1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				
5	Total Wages				01

Cost Code Table

Cost Code: FED2020 FED 2020 TAX TABLES

W2 Box #: 02 W2 Description: Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A Subtract: ☐ Yes ☒ No

1099-R Box #: 04 Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A

Status: Cost Code Active Lkup UP

#6545—Cost Code Report



6545-HRCSTCOD_1099RBOX.REP

Town of Admins

List of Cost Codes for 1099 - R

4

Form 1099-R

Box	Apply To	Cost Code Description	
04	Deduction	FED	FEDERAL TAX
04	Deduction	FED+	ADDITIONAL FED TAX
04	Deduction	FED-	ADDL FED TAX/NOSEP
04	Deduction	FED2020	FED 2020 TAX TABLES
14-#1	Deduction	MA	STATE TAX

Slide #12 illustrates the Cost Code table set up and relationship to the 1099R process and forms

[AUC] 6430-Cost Code Table

Cost Code Table

Goto...

Cost Code: FED2020 FED 2020 TAX TABLES

W2 Box # 02 W2 Description Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A Subtract ☐ Yes ☒ No

1099-R Box # 04 Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A

Status: Cost Code Active Lkup UP

[AUC] 6430-Cost Code Table

Cost Code Table

Goto...

Cost Code: MA STATE TAX

W2 Box # 17-#1 W2 Description Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A Subtract ☐ Yes ☒ No

1099-R Box # 14-#1 Applies to: ☐ Benefit ☒ Deduction ☐ Both ☐ N/A

Status: Cost Code Active Lkup UP

#6534 Employee 1099-R Register



5

1099RFile_6534_[5].xml - Excel

Search (Alt+Q)

Employee 1099-R Register									
For Tax Year 2022									
Employee	Name	Soc Sec#	Dist.	Gross distribution	Taxable amount	Federal income tax withheld	Taxable Total	Distribution	Link
071774	LAWRENCE LUKASEK	***-**-5419	Print	6,401.29	5,345.98	629.95	X	G	
071798	LAWRENCE A CORREIA	***-**-5443	Print	10,260.12		698.04	X	7	
071820	KEITH GEMMA	***-**-5465	Print	1,656.04	1,074.21	97.25		7A	
071823	KEITH LINGLEY	***-**-5468	Email	1,656.04	1,074.21	57.42		7	
For Entity 2 Town of ADMINS F		Entity_Total:		19,973.49	7,494.40	1,482.66			
		Grand_Total:		19,973.49	7,494.40	1,482.66			

Hr1099rfil

Ready Accessibility: Unavailable

Theresa Campbell

Box 13	State No 1	State distri	State tax	State No 2
MA 041234564	5,926.29	296.31		
MA 041234564	10,260.12	513.00		
MA 041234564	1,181.04	59.05		
MA 041234564	1,181.04	48.67		
	18,548.49	917.03		
	18,548.49	917.03		

#6547–Employee 1099R File Error



6547-HR1099RFILERR.REP

Town of Admins
Employee 1099R File Error Report

6

Employee Name	SS#
071774 LAWRENCE LUKASEK	001-10-5419
Employee 1099-R file errors	
Box 4 amount is less than zero. Enter correcting warrant.	
Box 7 Distribution Code is missing. Correct Employee Record.	
<hr/>	
071798 LAWRENCE A CORREIA	001-10-5443
Employee 1099-R file errors	
Box 4 amount is less than zero. Enter correcting warrant.	
Box 7 Distribution Code is missing. Correct Employee Record.	
<hr/>	
071820 KEITH GEMMA	001-10-5465
Employee 1099-R file errors	
Box 4 amount is less than zero. Enter correcting warrant.	
<hr/>	
071823 KEITH LINGLEY	001-10-5468
Employee 1099-R file errors	
Box 4 amount is less than zero. Enter correcting warrant.	



Resolve all errors before proceeding with 1099Rs.
Process an adjustment warrant and/or correct the employee record(s).
Slide #18 provides instructions on adjustments.

Review 1099-R Forms



Review 1099 - R Forms

Allows printing a single form – used primarily for corrections; even if an email address is set on the form, it can be printed with this button.

Review 1099 - R Forms

Goto...
Actions

1 1099R Menu
2 Print Single Form

Entity	5 1099R test	Employee #	070316		
PAYER Regional School District 219 LEWIS WHARF READING, MA 01867 (617) 494-5100		1 Gross Distribution		62856,22	
		2a Taxable Amount		51956,66	
		2b Taxable Amt Not Determined		Total Distribution	
PAYER Identification Number 963852741		RECIPIENT Identification Number ***--**-3961		3 Capital Gain (included in box 2a)	
RECIPIENT LYNN A ADILETTO 62 CARL ROAD CAMBRIDGE, MA 02138 Email To: wendy@admins.com		4 Federal Income Tax Withheld		5 Employee Contributions	
		6 Net Unrealized Appreciation		7 Distribution code(s) 7	
		8 Other		%	
9a Your Percentage of total distribution		%		9b Total employee contributions	
10 Amount allocate to IRR within 5 years		11 1st year of desig. Roth contrib. 0000		12 FATCA	
13 Date of Payment		14 State tax withheld		15 State/Payers state no.	
16 State distribution		17 Local tax withheld		18 Name of locality	
19 Local distribution					

Print the 1099-R Forms

Print 1099 - R Forms



Enter Report Parameters

Enter Print Settings:

Select a value from dropdown:

Print front and back on a duplex capable printer

Print front and back on a duplex capable printer

Print only the front of the forms

Print only the back of the forms

OK Cancel

ADMINS recommends using a duplex printer.
If none is available, print the backers on the
blank forms first, then print the fronts.

☐ CORRECTED (if checked)
OMB No. 1545-0119

2022
Form 1099-R

Distributions From Pensions,
Annuities, Retirement or
Profit-Sharing Plans, IRAs, Insurance
Contracts, etc.

Copy B
Report this income on your
federal tax return. If this
form shows federal income
tax withheld in box 4, attach
this copy to your return.

This information is being
furnished to the IRS.

PAYER'S name, street address, city or town, state or province
country, ZIP or foreign postal code, and telephone no.

ToA Fire District
219 LEWIS WHARF
BOSTON, MA 02110-3927
(617)-494-5100

RECIPIENT'S name
LAWRENCE A CORREIA
Street address (including apt. no.)
27 COUNTY ST
City or town, state or province, country, and ZIP or foreign postal code
CAMBRIDGE MA 02138

PAYER'S TIN
041234564
RECIPIENT'S TIN
***-**-5443
Account number (see instructions)
SCHOOLBHS-071798

1 Gross distribution \$ 10,260.12	2a Taxable amount	2b Taxable amount not determined <input checked="" type="checkbox"/> Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) \$ 0.00	4 Federal income tax withheld \$ 698.04
5 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 7	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other 0.00 0%
9a Your percentage of total distribution 0.00%	9b Total employee contributions \$ 0.00	10 Amount allocable to IRR within 5 years \$ 0.00	11 1st year of desig. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment
14 State tax withheld \$ 513.00 \$ 0.00	15 State/Payer's state no. MA 041234564	16 State distribution \$ 10,260.12 \$ 0.00	17 Local tax withheld \$ 0.00 \$ 0.00	18 Name of locality 19 Local distribution \$ 0.00 \$ 0.00

Form 1099-R (keep for your records) www.irs.gov/Form1099R Department of the Treasury - Internal Revenue Service
1099R



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Email the 1099-R Forms



Email 1099 - R Forms

An Excel® spreadsheet will list the email recipients

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
	<u>Emp#</u>	<u>Employee</u>	<u>Email</u>	<u>Consent Date</u>		
2	071477	GASPARRINI, LAWRENCE	theresa@admins.com	11/18/2020		
3	071483	PATERSON, LYNN M	luann@admins.com	10/20/2020		
4	071484	LOHMANN, KAREN P	support@admins.com	11/1/2020		
5						

The spreadsheet has a tab named 'Hremail1099rlist' selected. The status bar at the bottom indicates 'Ready' and '100%' zoom.

All forms, both printed and emailed, will ultimately be attached to the employee record

#6544 Federal 1099-R File



Federal 1099 - R File

6544-HR1099RDISKTOT_2022.REP

Town of Admins
1099R Disk Total Report

2022 1099-R Totals

Entity: 2 ToA Fire District
Transmitter Control Code: BBQXY
Contact: LUANN MOORE
Contact Phone: (617) 494-5100 2123
Contact Email: LUANN@ADMINS.COM

File Export Location: D:\AUC DEVELOPMENT\ADMHOM\AUC\HRMOD\mis\lis
Export File: 1099rdisk_2022_2.txt

Form count	:	4
Gross distribution	:	19,973.49
Taxable amount	:	7,494.40
Federal income tax withheld	:	1,482.66
State distribution	:	18,548.49
State tax withheld	:	917.03

1099rdisk_2022_2.txt

File	Edit	Format	View	Help
T2022 041234564BBQXY				TOA FIRE DISTRICT
A20221 041234564		9 12345689AB		TOA FIRE DISTRICT
B2022 2001105443				000001026012000000000000000000
B2022 2001105465				0000001656040000001074210000
B2022 2001105468				0000001656040000001074210000
B2022 2001105419				0000006401290000005345980000
C00000004		000000000001997349000000000000749440000000000000000000000000000000		
K00000004		000000000001997349000000000000749440000000000000000000000000000000		
F0000000100000000000000000000000				00000004

If you preview the file, you must close it before the process will finish.

Attach and Archive 1099-R Forms



Save 1099R Forms as Employee Attachments/Archive

The last step is to save the forms as attachments. Forms should be attached as soon as the submitted file is ***accepted*** (no later than 03/31)

This runs as a scheduled task when the bursting jobs are run, usually twice daily on each site.

Due Dates & Filing Requirements



Mail or email 1099R forms to **payees by January 31, 2023**
Submit the 1099R **Electronic file by March 31, 2023**;
Check that the file is accepted by the **FIRE System**

File Forms ...1099(R)by March 31, 2023, if filing electronically...
(see the Guide to Information Returns, section C, and page 28)

Guide to Information Returns (Continued)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(B) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)).	\$10 or more	February 28*	January 31

Reprint a 1099-R

Employee Maintenance ► [Employee Attachments]



[AUC] 6439-Employee Maintenance

Employee Maintenance

Goto... Actions

Employee Number **070316** LYNN A ADILETTO

Employee Attachments (16)

Y Employee Notes assistant superintendent for curriculum instruction

Current Positions S009SA CURR-01 ASST SUPT FOR CURR, INST 1.0000

O All Positions 000 -00

I Add Employee P Add Position

No picture on File

Employee Attachments

Goto... Actions

Employee Number **070316** LYNN A ADILETTO

Employee Attachments (16)

Employee Position Attachments

Z Add Attachment

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Seq#	Description	File Name
1	12/12 Entity:1	1099R_2012_07_0316_2111101439.pdf
16	2021 1099R Entity:5	1099R_2021_5_070316_2111101439.pdf

10 View Attachment

No picture on File

Questions/Demonstration



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