

# 1099-R Year End Processing



## 1099-R WEBINAR

Dial 1 (646) 749-3122

Access Code: 265-801-709

<https://global.gotomeeting.com/join/265801709>

*Theresa Campbell & LuAnn Moore*

*Wednesday, December 15, 2021*

*10:00 AM*

☐ CORRECTED (if checked)

OMB No. 1545-0119  
2021  
Form 1099-R

This information is being furnished to the IRS.

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

PAYER'S name, street address, city or town, state or province, county, ZIP or foreign postal code, and phone no.  
Regional School District  
219 LEWIS WHARF  
READING, MA 01867  
(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.

RECIPIENT'S name  
LYNN A ADILETTO  
Street address (including apt. no.)  
62 CARL ROAD  
City or town, state or province, county, and ZIP or foreign postal code  
CAMBRIDGE MA 02138

PAYER'S TIN  
963852741  
RECIPIENT'S TIN  
\*\*\*-\*\*-3961  
Account number (see instructions)  
SCHOOLSTAL-070316

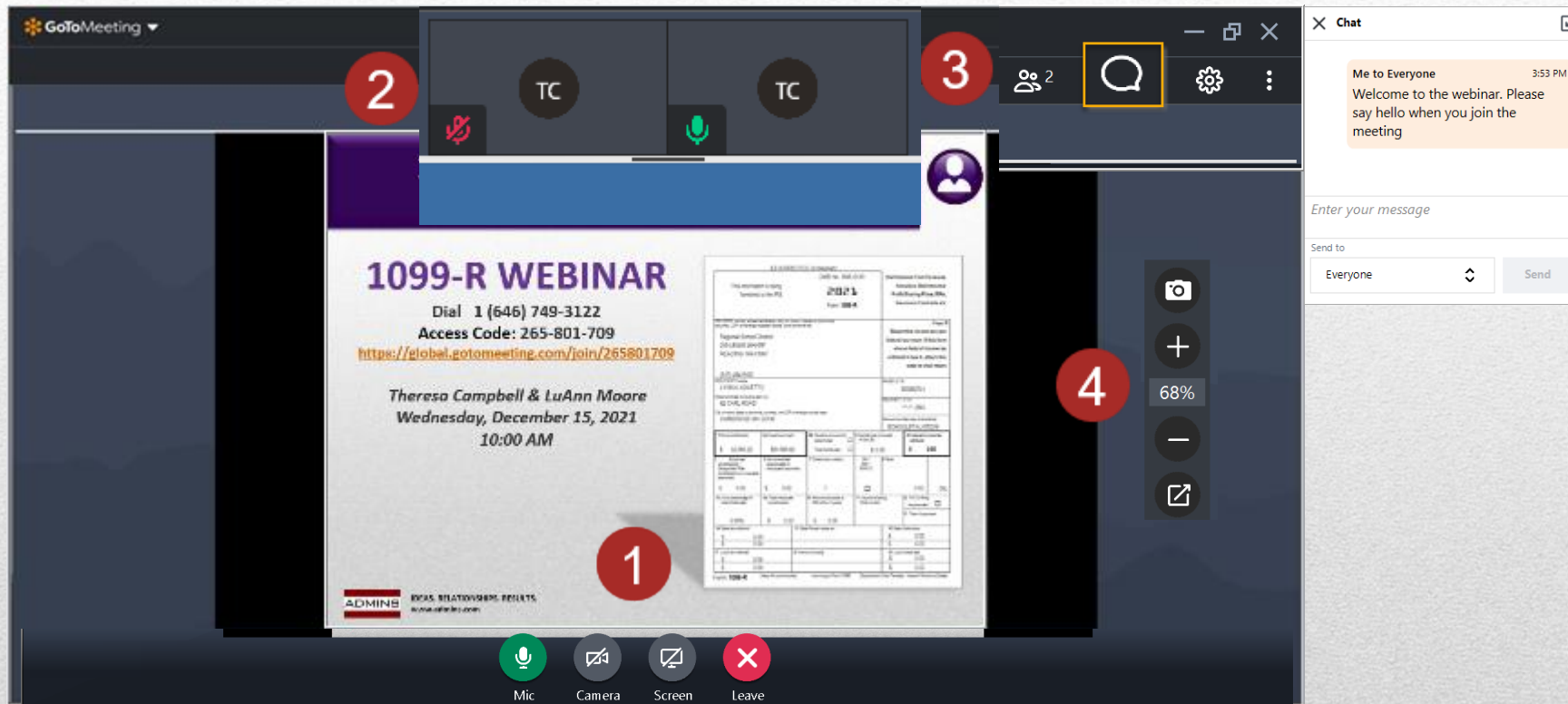
1 Gross distribution \$ 62,856.22	2a Taxable amount \$51,956.66	2b Taxable amount not determined Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) \$ 0.00	4 Federal income tax withheld \$ 0.00
5 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00	6 Net unrealized appreciation in employer's securities \$ 0.00	7 Distribution code(s) 7	8a IRA / SEP / SIMPLE <input type="checkbox"/>	8b 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 \$ 0.00 \$ 0.00	15 State Payer's state no.	16 State distribution \$ 0.00 \$ 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



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# Tips for GoToMeeting



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?



**What's new?**

**Who receives a 1099-R**

**Tools**

**1099-R Reporting Information**

**1099-R Balancing**

**1099-R Adjustments**

**1099-R Processing**



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# Who Receives a 1099-R?



## Recipients of distributions 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.





## 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](#)

# 1099-R Reporting Information



**1099-R Wages are set based on the Base Bucket Table**

**1099-R Deductions are set based on**

**The 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**



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# Base Bucket Table

Human Resources ► Tables ► Base Buckets



Base Buckets				
1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Des
1	Federal Tax Wages		01	02A
2	Medicare Wages		05	
3	State Taxable Wages		16-#1	
4	Retirement Wages			
5	Total Wages			
6	Workers Comp			01

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	
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"/> 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			

# 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

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		



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Form 1099-R

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

Year-End Processing >

Module Maintenance >

Interfaces/Imports >

Site Specific

Help Reference Library

Form 945 - Federal Annual Report

1099 - R Register Report

1099 - R Register by Warrant

1099 - R Processing

List of Cost Codes by W2/1099R Box

Task 6755: List of Cost Codes by W2/1099R Box

List of Cost Codes by W2/1099R Box

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup

OK

Cancel

Clear All

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

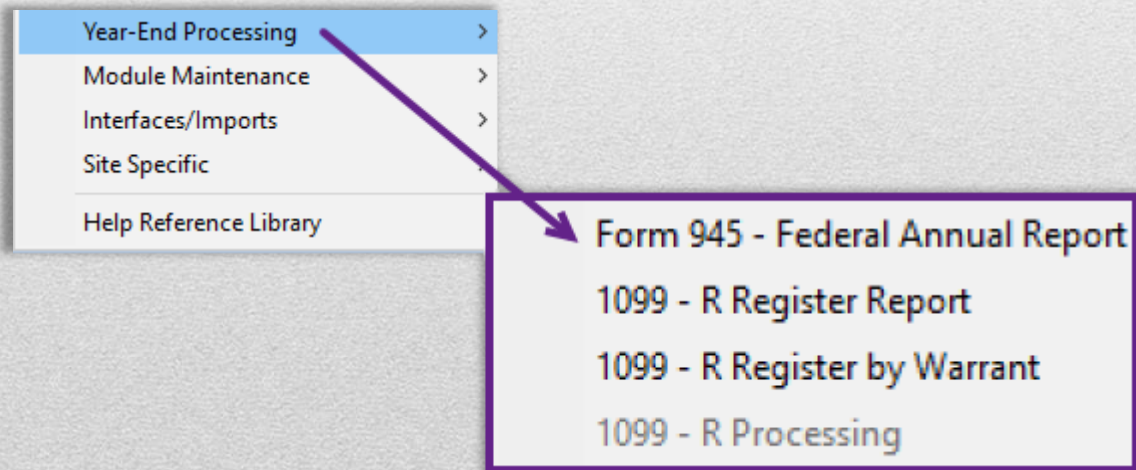


## Human Resources ► Year-End Processing

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 Report

Task 6135: 1099 - R Register Report

**1099 - R Register Report**

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

Required: Entity Code  Town of ADMINIS Fire Distric

Sort Report By: ☒ Employee# ☐ Employee Name

Run as ☒ Excel

HR1099Payreg\_6135\_THERESA[2].xml - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Theresa Campb

J21

	A	B	C	D	E	F	G	H	I
1	<b>Payroll 1099R Register</b>								
2	Check Date(s): 01012020 to 12312020								
3									
4	<b>Emp No</b>	<b>Employee Name</b>	<b>Soc Sec Number</b>	<b>Gross distribution</b>	<b>Taxable amount</b>	<b>Federal income tax withheld</b>	<b>State tax withheld -First</b>	<b>State distribution -First</b>	<b>Taxable_amt_not_determined</b>
5	071477	GASPARRINI, LAWRENCE	001-10-5122	456.00			16.86	421.80	X
6	071481	SPENCER, KEITH	001-10-5126	3,497.84	3,168.34	218.39	153.74	3,497.84	
7	071482	CLARK, MICHAEL	001-10-5127	2,247.84				224.18	X
8	071483	PATERSON, LYNN M	001-10-5128	5,299.56		270.02	228.93	4,994.08	X
9	071484	LOHMANN, KAREN P	001-10-5129	3,914.31	3,370.48	608.08	190.06	3,801.05	
10		For Entity 2 Town of ADMINIS F	Entity Total:	15,415.55	6,538.82	1,096.49	589.59	12,938.95	
11			Grand Total:	15,415.55	6,538.82	1,096.49	589.59	12,938.95	
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:  To:

Required: Entity Code  Town of ADMINS Fire Distric

Run as ☒ Excel

Enter the current year

HR1099Paywar\_6136\_THERESA[2].xml - Excel

	A	B	C	D	E	F	G
1	<b>1099R Payroll Register by Warrant</b>						
2	Check Date(s): 01012020 to 12312020						
3							
4	<u>Warrant</u>	<u>Check Date</u>	<u>Gross distribution</u>	<u>Federal Taxable Wages</u> <u>UseEmployeeRegister</u>	<u>Federal income tax withheld</u>	<u>State tax withheld -First</u>	<u>State distribution -First</u>
5	903438	9/23/2020	456.00			16.86	421.80
6	903439	9/30/2020	456.24		17.67	18.58	456.24
7	903441	9/30/2020	9,213.87		878.10	418.99	8,795.13
8	903444	10/7/2020	1,884.32		50.18	33.79	872.49
9	903445	10/14/2020	1,884.32		50.18	33.79	872.49
10	903448	10/20/2020	760.40		50.18	33.79	760.40
11	903450	11/5/2020	760.40		50.18	33.79	760.40
12	Total of ADMINS F		15,415.55		1,096.49	589.59	12,938.95
13	Grand Total		15,415.55		1,096.49	589.59	12,938.95
14							



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# 1099-R Adjustments



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...



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.

1099 - R Processing	
Description	Date
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	

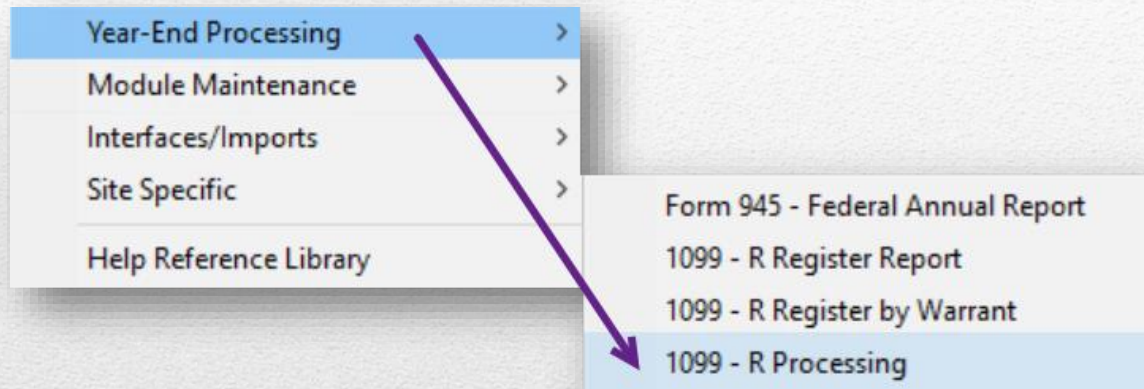
The menu should look like this – without any dates in the column. That will indicate that the previous year was run to completion.





# 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  ☒ 1099-R ☐ W-2

Name   
Address 1   
Address 2   
Address 3   
City  Phone   
State  Zip Code  Fed Tax ID   
Country  State Tax ID

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

REQUIRED FIELDS ARE BOLD

Transmitter Control Code   
Combined Filing State Number   
Contact Name   
Contact Phone  Ext   
Contact Email

**Export Directory**   
**Mask SS# as \*\*\*-\*\*-####** ☒ Yes ☐ No

	State	State Number	State ID Number	State Tax Entity
1099-R Info Line 1	<input type="text" value="MA"/>	<input type="text" value="25"/>	<input type="text" value="041234564"/>	<input type="text" value="12345"/>
1099-R Info Line 2	<input type="text"/>	<input type="text" value="00"/>	<input type="text"/>	<input type="text"/>



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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  Enter current year

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

Lookup OK Cancel Clear All

6479-HR1099RENTPT.REP Printed 10/10/2020 at 10:10:00 AM by THOMAS City of ADMINS Page 1

1099R Entity Table Listing

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

6546-HR1099RBASBUK.REP Printed 10/10/2020 at 10:10:00 AM by THOMAS City of ADMINS Page 1

List of Base Buckets for 1099 - R

Mask SS	Code	Description
Line 1	1	Federal Tax W
Line 2	3	State Taxable
	5	Total Wages
*** Grand Total ***		

6132-HR1099RLABEL.REP Printed 10/10/2020 at 10:10:00 AM by THOMAS City of ADMINS Page 1

1099R Box Checking

Question

=====  
Gross distributi  
Federal income t

Legend:  
=====  
If Gross distrib  
If Federal incom

6545-HRCSTOOD\_1099RBOX.REP Printed 10/10/2020 at 10:10:00 AM by THOMAS City of ADMINS Page 1

List of Cost Codes for 1099 - R

Form 1099-R

Box	Amount
04	
04	
04	
04	
14-#1	
14-#1	
14-#1	

1099RFile\_6534\_THERESA[B].xml - Excel

Employee	Name	Soc Sec#	Gross_distribution	Taxable_amount	Federal_income_tax_withheld	Taxab
5	LAWRENCE GASPARRINI	***-**-5122	456.00			X
6	KEITH SPENCER	***-**-5126	3,497.84	3,168.34		218.30
7	MICHAEL CLARK	***-**-5127	2,247.84			X
8	LYNN M PATERSON	***-**-5128	5,299.56			270.02 X
9	KAREN P LOHMANN	***-**-5129	3,914.31	3,370.48		608.08
10	For Entity 2 Town of ADMINS F	Entity_Total:	15,416.55	6,538.82		1,096.49
11	Grand_Total:		15,416.55	6,538.82		1,096.49



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# Review 1099-R Forms



## Review 1099 - R Forms

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



# 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

☐ CORRECTED (if checked)

OMB No. 1545-0119

This information is being furnished to the IRS.

**2021**

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, county, ZIP or foreign postal code, and phone no.

Regional School District  
219 LEWIS WHARF  
READING, MA 01867  
  
(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.

RECIPIENT'S name  
LYNN A ADILETTO

Street address (including apt. no.)  
62 CARL ROAD

City or town, state or province, county, and ZIP or foreign postal code  
CAMBRIDGE MA 02138

PAYER'S TIN  
963852741

RECIPIENT'S TIN  
\*\*\*-\*\*-3961

SCHOOLSTAL-070316

1 Gross distribution \$ 62,856.22	2a Taxable amount \$51,956.66	2b Taxable amount not determined Total distribution	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) 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 design. Roth contrib.	12 FATCA filing requirement Date of payment
14 State tax withheld \$ 0.00	15 State/Payer's state no.	16 State distribution \$ 0.00	17 Local tax withheld \$ 0.00	18 Name of locality \$ 0.00

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



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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 is titled "1099r\_Emails\_Sent\_7238\_THERESA[2].xml - Excel". The active sheet is named "Hremail1099rlist". 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



# Federal 1099-R File



Federal 1099 - R File

6544-HR1099RDISKTOT\_2021.REP      Printed 10-Nov-2021 at 14:34:28  
City of ADMINS  
1099R Disk Total Report

2021 1099-R Totals  
Entity: 5 Regional School District  
Transmitter Control Code: 31005  
Contact: JANE SMITH  
Contact Phone: (617) 494-5100  
Contact Email: jane.smith@regional.school.admins.com  
File Export Location: hrlis:  
Export File: 1099rdisk\_2021\_5.txt

Form count : 4

Gross distribution  
Taxable amount

Federal income tax withheld

State distribution  
State tax withheld

1099rdisk\_2021\_5.txt - AdmTed \*\*\* Read Only \*\*\*

File Edit View Insert Format Help

T2021 96385274131005		T REGIONAL SCHOOL DISTRICT	
A2021	963852741	9 12345689AB	REGIONAL SCHOOL DISTRICT
B2021	2001103961		00000628562200000519566600000000
B2021	2001105214		0000006144000000005103800000000000
B2021	2001105213		0000007025600000006112180000000000
B2021	2001105219		0000000408000000000377400000000000
C00000004	000000000000764338200000000000635500400000000000000000000000000000		
F000000001	00000000000000000000000000000000		00000004

# Attach and Archive 1099-R Forms



Save 1099R Forms as Employee Attachments/Archive

The last step is to save the forms as attachments.

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



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# Reprint a 1099-R



**[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

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	2012-12-31 Entity:1	1099R_2012_12_31_070316_2111101439.pdf
1	2020-09-30 Entity:1	1099R_2020_09_30_070316_2111101439.pdf
16	2021 1099R Entity:5	1099R_2021_5_070316_2111101439.pdf

10 View Attachment

# Questions/Demonstration



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