

# 1099-R Year-End Processing Webinar



<https://meet.goto.com/194328997>

**Access Code 194-328-997**  
**Phone # +1 (571) 317-3122**

*Theresa Campbell & LuAnn Moore*  
*Friday, December 14, 2023*  
*11:00 AM*



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CORRECTED (if checked)  
 OMB No. 1545-0119

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

Form 1099-R

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		<p style="text-align: center;"><b>Copy B</b></p> <p style="text-align: center;"><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.</b></p> <p style="text-align: center;">This information is being furnished to the IRS.</p>		
RECIPIENT'S name KEITH ABERNETHY  Street address (including apt. no.) 420 ELM ST Unit# 3  City or town, state or province, country, and ZIP or foreign postal code CAMBRIDGE MA 02138		PAYER'S TIN 041234564  RECIPIENT'S TIN ***-**-5633  Account number (see instructions) SCHOOLBHS-071995		
1 Gross distribution <b>\$ 466.80</b>	2a Taxable amount <b>\$355.85</b>	2b Taxable amount not determined <input type="checkbox"/> Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) <b>\$0.00</b>	4 Federal income tax withheld <b>\$ 0.00</b>
5 Employee contributions / Designated Roth contributions or insurance premiums <b>\$ 0.00</b>	6 Net unrealized appreciation in employer's securities <b>\$ 0.00</b>	7 Distribution code(s) <b>7</b>	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other <b>0.00</b> <b>0%</b>
9a Your percentage of total distribution <b>0.00%</b>	9b Total employee contributions <b>\$ 0.00</b>	10 Amount allocable to IRR within 5 years <b>\$ 0.00</b>	11 1st year of design. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment
14 State tax withheld <b>\$ 0.00</b>		15 State/Payer's state no. <b>MA 041234564</b>		16 State distribution <b>\$ 397.86</b> <b>\$ 0.00</b>
17 Local tax withheld <b>\$ 0.00</b>		18 Name of locality		19 Local distribution <b>\$ 0.00</b> <b>\$ 0.00</b>

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

1099r

# Tips for GoToMeeting



Microphone - Mute/Unmute toggle

Chat - send a question or comment



Raise your hand or send an emoji

Exit the GoToMeeting

# 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](#)

[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 Required



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 27, 2023 - Jan 7, 2024

Available January 8, 2024

Reporting deadline is Monday, April 1, 2024

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

# Due Dates & Filing Requirements



Mail or email 1099R forms to **payees by January 31, 2024**  
Submit the 1099R **Electronic file by April 1, 2024\***;  
Check that the file is accepted by the **FIRE System**

*File Forms ...1099(R) ....by April 1, 2024, 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

*\*March 31 is the due date; in 2024, that is a Sunday, so the deadline is pushed to the next business day*

# 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

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		
4	Retirement Wages				

1 Gross distribution <b>\$ 10,260.12</b>		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 <b>\$ 698.04</b>	
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		8 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 <b>\$ 10,260.12</b> \$ 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

# Cost Code Table

Human Resources ▶ Tables ▶ Cost Code Table



**Cost Code Table**

Goto...

Actions

---

W2 Box #  W2 Description

**1099-R Box #**

Applies to:  Benefit  Deduction  Both  N/A Subtract  Yes  No

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
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

# 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: 071820 KEITH GEMMA  
 Position: T220FIRFGTR-01 Firefighter

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  A  Box 9a  % IRA/SEP/SIMPLE   
 Box 8  % Box 9b   
 Box 10  Box 11 0000  
 Box 12 FATCA filing requirement  Box 13

1 Gross distribution <b>\$ 1,656.04</b>	2a Taxable amount <b>\$1,074.21</b>	2b Taxable amount not determined <input type="checkbox"/> Total distribution <input type="checkbox"/>	3 Capital gain (included in box 2a) <b>\$0.00</b>	4 Federal income tax withheld <b>\$ 97.25</b>
5 Employee contributions / Designated Roth contributions or insurance premiums <b>\$ 0.00</b>	6 Net unrealized appreciation in employer's securities <b>\$ 0.00</b>	7 Distribution code(s) <b>7 A</b>	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other <b>0.00</b> <b>0%</b>
9a Your percentage of total distribution <b>0.00%</b>	9b Total employee contributions <b>\$ 0.00</b>	10 Amount allocable to IRR within 5 years <b>\$ 0.00</b>	11 1st year of desig. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/> 13 Date of payment
14 State tax withheld <b>\$ 59.05</b> <b>\$ 0.00</b>	15 State/Payer's state no. <b>MA 041234564</b>	16 State distribution <b>\$ 1,181.04</b> <b>\$ 0.00</b>		
17 Local tax withheld <b>\$ 0.00</b> <b>\$ 0.00</b>	18 Name of locality	19 Local distribution <b>\$ 0.00</b> <b>\$ 0.00</b>		

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# 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	17-#1		Deduction	N	14-#1		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										
320										



# 1099-R Balancing

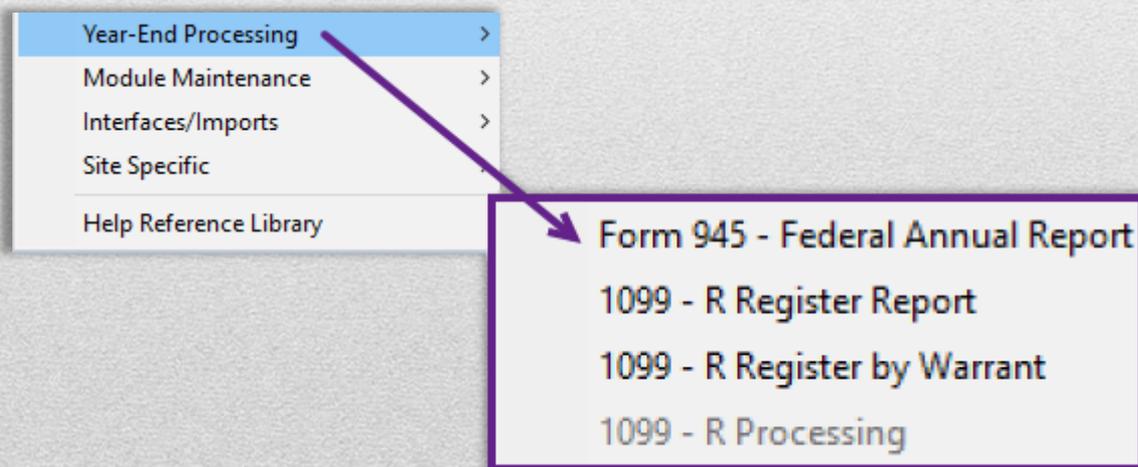


## Human Resources ► Year-End Processing

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:  To:

Required: Entity Code

Sort Report By:  Employee#  Employee Name

Run as  Excel



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																					
3																					
4	<b>Emp No</b>	<b>Employee</b>	<b>Soc Sec Nu</b>	<b>Dist.</b>	<b>Gross dist</b>	<b>Taxable an</b>	<b>Federal inc</b>	<b>State tax w</b>	<b>State distr</b>	<b>Taxable ar</b>	<b>Total distr</b>	<b>Distributio</b>	<b>IRA/SEP/SIM</b>	<b>Box 8 Oth</b>	<b>Box 8 %</b>	<b>Box 9a Pe</b>	<b>Box 9b To</b>	<b>Box 10 An</b>	<b>Box 11 1s</b>	<b>FATCA</b>	<b>Box 13</b>
5	071774	LUKASEK, L	001-10-5411	Print	6,401.29	5,345.98	629.95	298.31	5,926.29		X	G								0000	
6	071798	CORREIA, L	001-10-5441	Print	10,260.12		898.04	513.00	10,260.12	X		7								0000	
7	071820	GEMMA, KE	001-10-5461	Print	1,856.04	1,074.21	97.25	59.05	1,181.04			7A								0000	
8	071823	LINGLEY, KI	001-10-5461	Email	1,856.04	1,074.21	57.42	48.67	1,181.04			7								0000	
9	by 2 Town of ADMINIS Fntity 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																					

# 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

Run as  Excel

HR1099Paywar\_6136\_THERESA[1].xml - Excel

File Home Insert Page Layout Formulas Data Review View Help

A2

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.

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



A screenshot of a software navigation menu. The menu is a vertical list of items, each with a right-pointing chevron. The items are: Year-End Processing, Module Maintenance, Interfaces/Imports, Site Specific, and Help Reference Library. A purple arrow points from the 'Year-End Processing' item to a sub-menu that is open. The sub-menu contains four items: Form 945 - Federal Annual Report, 1099 - R Register Report, 1099 - R Register by Warrant, and 1099 - R Processing. The '1099 - R Processing' item is highlighted with a light blue background.

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

A screenshot of the '1099 - R Processing' menu. The menu has a light blue header with the title '1099 - R Processing' and a sub-header 'Description'. Below the sub-header are several menu items, each in a light gray box. The items are: 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, and 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 W2ACA    3 Payroll 1099-R    4 Payroll 1099-RACA

REQUIRED FIELDS ARE BOLD

Transmitter Control Code  **Export Directory**   
Contact Name   
Contact Phone  Ext   
Contact Email   
**Export Directory**  Yes  No    **Mask SS# as \*\*\*-\*\*-####**  Yes  No

	State	State Number	State ID Number	State Tax Entity
1099-R Info Line 1	<input checked="" type="checkbox"/>	00	<input type="text"/>	<input type="text"/>
1099-R Info Line 2	<input type="checkbox"/>	00	<input type="text"/>	<input type="text"/>

*Give ADMINS access to the Export Directory*

# Build 1099-R Files



## Build 1099 - R Files

Task 6533: Build 1099 - R Files

Build 1099 R Files

Required: Enter Year  Enter the tax year

Run as  Preview  Print  PDF  
If Printing use Duplex  Yes  No

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



1

6479-HR1099RENTRPT.REP

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



6546-HR1099RBASBUK.REP

2

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

Town of Admins  
1099R Box Checking

3

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.

[AUC] 6425-Base Buckets

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
7					

[AUC] 6430-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



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# #6534 Employee 1099-R Register



5

1099File\_6534\_THERESA[4].xml [Read-Only] - E... Theresa Campbell TC

File Home Insert Page Layout Formulas Data Review View Help

AA18

Employee	Name	Soc Sec#	Dist.	Gross distribution	Taxable amount	Federal Taxable	Total d Distrib	Box 1	Box 1	Box 1	State No 1	State distribution	State tax
071980	KAREN A MCCHESENEY	***-**-5618	Print	6,173.50	4,776.82		7	0000			MA 041234564	5,455.90	
071982	LAWRENCE RAY	***-**-5620	Print	4,236.12	3,830.00		7	0000			MA 041234564	4,261.34	
071984	MICHAEL J BOUCHARD	***-**-5622	Print	1,982.40	1,886.52		7	0000			MA 041234564	2,081.52	
071987	MARIE WHITTED	***-**-5625	Print	2,426.55	1,928.23		7	0000			MA 041234564	2,146.61	
071988	LYNN MARCOTTE	***-**-5626	Print		305.25		7	0000			MA 041234564	305.25	
071989	KAREN OSULLIVAN	***-**-5627	Print		362.05		7	0000			MA 041234564	362.05	
071990	MICHAEL BRASSARD	***-**-5628	Print		481.00		7	0000			MA 041234564	481.00	
071991	LAWRENCE R CURRERI	***-**-5629	Print	2,777.72	2,472.17		7	0000			MA 041234564	2,777.72	
071992	KAREN W RESTO	***-**-5630	Print	1,766.88	1,163.43		7	0000			MA 041234564	1,323.33	
071993	MARIE MARKLE	***-**-5631	Print		1,289.77		7	0000			MA 041234564	1,289.77	
071994	LYNN SWANSON	***-**-5632	Print	1,566.73	1,425.73		7	0000			MA 041234564	1,566.73	
071995	KEITH ABERNETHY	***-**-5633	Print	466.80	355.85		7	0000			MA 041234564	397.86	
071997	LAWRENCE VIENS	***-**-5635	Print		177.95		7	0000			MA 041234564	177.95	
071999	MICHAEL C ALBUQUERQUE	***-**-5637	Print	311.20	283.19		7	0000			MA 041234564	311.20	
072000	LYNN ALBUQUERQUE	***-**-5638	Print	712.15	648.06		7	0000			MA 041234564	712.15	
For Entity 2 Town of ADMIN S				Entity_Total:	22,420.05	21,386.02						23,650.38	
				Grand_Total:	22,420.05	21,386.02						23,650.38	

Hr1099rfl

Ready Accessibility: Unavailable 100%



# #6547–Employee 1099R File Error



6547-HR1099RFILEERR.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.  
-----  
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.  
-----  
071820  KEITH  GEMMA                   001-10-5465  
Employee 1099-R file errors  
Box 4 amount is less than zero.  Enter correcting warrant.  
-----  
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...		Entity <b>5</b> 1099R test		Employee # <u>070316</u>	
Actions		<b>PAYER</b> Regional School District 219 LEWIS WHARF READING, MA 01867  (617) 494-5100		<b>1 Gross Distribution</b> 62856,22	
1 1099R Menu		<b>PAYER Identification Number</b> 963852741		<b>2a Taxable Amount</b> 51956,66	
<b>2 Print Single Form</b>		<b>RECIPIENT IDENTIFICATION NUMBER</b> ***--**-3961		<b>2b Taxable Amt Not Determined</b>	
		<b>RECIPIENT</b> LYNN A ADILETTO 62 CARL ROAD  CAMBRIDGE, MA 02138  <b>Email To:</b> wendy@admins.com		<b>Total Distribution</b>	
		<b>3 Capital Gain (included in box 2a)</b>		<b>4 Federal Income Tax Withheld</b>	
		<b>5 Employee Contributions</b>		<b>6 Net Unrealized Appreciation</b>	
		<b>7 Distribution code(s)</b> 7		<b>8 Other</b>	
		<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>13 Date of Payment</b>		<b>14 State tax withheld</b>	
		<b>15 State/Payers state no.</b>		<b>16 State distribution</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

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

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

Form 1099-R

**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  
KEITH ABERNETHY  
Street address (including apt. no.)  
420 ELM ST Unit# 3  
City or town, state or province, country, and ZIP or foreign postal code  
CAMBRIDGE MA 02138

PAYER'S TIN  
041234564

RECIPIENT'S TIN  
\*\*\*-\*\*-5633

SCHOOLBHS-071995

1 Gross distribution <b>\$ 466.80</b>	2a Taxable amount <b>\$355.85</b>	2b Taxable amount not determined Total distribution	3 Capital gain (included in box 2a) <b>\$0.00</b>	4 Federal income tax withheld <b>\$ 0.00</b>
5 Employee contributions / Designated Roth contributions or insurance premiums <b>\$ 0.00</b>	6 Net unrealized appreciation in employer's securities <b>\$ 0.00</b>	7 Distribution code(s) <b>7</b>	IRA / SEP / SIMPLE <input type="checkbox"/>	8 Other <b>0.00</b> <b>0%</b>
9a Your percentage of total distribution <b>0.00%</b>	9b Total employee contributions <b>\$ 0.00</b>	10 Amount allocable to IRR within 5 years <b>\$ 0.00</b>	11 1st year of desig. Roth contrib.	12 FATCA filing requirement <input type="checkbox"/>
13 Date of payment	14 State tax withheld <b>\$ 0.00</b>	15 State/Payer's state no. <b>MA 041234564</b>	16 State distribution <b>\$ 397.86</b>	17 Local tax withheld <b>\$ 0.00</b>
18 Name of locality	19 Local distribution <b>\$ 0.00</b>	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 titled "1099r\_Emails\_Sent\_7238.xml". The spreadsheet has columns for Emp#, Employee, Email, and Consent Date. The data is as follows:

	A	B	C	D	E
1	<u>Emp#</u>	<u>Employee</u>	<u>Email</u>	<u>Consent Date</u>	
2	071980	MCCHESNEY, KAREN A	karen@admins.com	11/13/2023	
3	071982	RAY, LAWRENCE	lawrencer189@gmail.com	11/13/2023	
4	071984	BOUCHARD, MICHAEL J	mickebouchard@verizon.net	11/13/2023	
5					

*All forms, both printed and emailed, will ultimately be attached to the employee record when the overnight bursting job is complete*



# 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 04/01)

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

# 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)

No picture on File

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 VACA

Seq#	Description	File Name
1	12/12/12 Entity:1	W2012_1_070316_17026455.pdf
1	02/09/13 Entity:1	1099R_2012_070316_1000113.p
16	2021 1099R Entity:5	1099R_2021_5_070316_2111101439.pdf

10 View Attachment

# Due Dates & Filing Requirements



Mail or email 1099R forms to **payees by January 31, 2024**  
Submit the 1099R **Electronic file by April 1, 2024\***;  
Check that the file is accepted by the **FIRE System**

*File Forms ...1099(R) ....by April 1, 2024, 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

*\*March 31 is the due date; in 2024, that is a Sunday, so the deadline is pushed to the next business day*

# Questions/Demonstration

