

# CheckMark 1099

## Quick Start Guide



### CheckMark 1099 Software Quick Start Guide

Congratulations on your purchase of CheckMark's 1099 Software!

This *Quick Start Guide* provides basic information to help you get started. More detailed information with screen shots can be found in the PDF version of the User's Manual under the **Help** menu in the program.

### Macintosh Download Location

The default install location on the hard drive for CheckMark 1099 is: *Macintosh*  
*HD\Applications\CheckMark\1099\year*

We don't recommend you install this anywhere other than your local hard drive.

### Windows Download Location

The default install location on the hard drive for CheckMark 1099 is:  
*C:\ProgramFiles\CheckMark\1099\year*

We don't recommend you install this anywhere other than your local hard drive.

### Open the CheckMark 1099 Application

You can use either the shortcut or alias that was created or go to the CheckMark folder that was installed and double-click the CheckMark 1099 application.

In order to run, CheckMark 1099 needs a place to save 1099 information. Please choose a directory on this computer's local hard drive in which to save the necessary data files.

Using the default directory is recommended.

You can change the location of this directory at any time by selecting 'Change Data Location' from the Tools menu, but it is recommended that you do not change this directory once set.

Detailed instructions are located in the 1099 Manual located under the Help menu in the program.

### Changes for 2024 (for filing 2023 taxes)

- Updated 1099 tax forms for the 2023 tax filing.
- Updated 1096 tax forms for the 2023 tax filing.
- Updated electronic formatting for the 2023 tax filing.
- Disabled the usage of special characters (#) in the address or business name fields.

### CheckMark, Inc Companion Products

#### ***CheckMark Payroll***

Designed as an easy-to-use payroll solution for small businesses, accountants and payroll services. CheckMark Payroll delivers quality value and US-based tech support.

#### ***MultiLedger Integrated Accounting***

If you need a solution to help manage cash flow, run real-time reports, track costs, monitor jobs or produce up-to-the-minute financial reports, you can choose MultiLedger with confidence.

#### ***CheckMark 1095 ACA Reporting***

If you have 50 or more employees, you are required by the IRS to submit either paper or electronic forms to report the health care coverage provided to your employees for the tax year. Our 1095 solution will help you accomplish this task.

### System Requirements

Windows 8 or higher, including Windows 10 & Windows 11.  
Mac OS X 10.6 for Intel-based Mac or higher, including Sierra, Mojave, Catalina, Big Sur, Monterey & Ventura.

### To contact CheckMark Support

- Submit a request online  
[www.checkmark.com/account/sign-in](http://www.checkmark.com/account/sign-in), using your email address and password/customer ID#.
- Call 970.225.0522