CheckMark™

CHECKMARK 1099 SOFTWARE

User Manual

CheckMark, Inc. 323 W Drake Rd, Ste. 100, Fort Collins, CO 80526

Tel: 970.225.0522 | Fax: 970.225.0611 | sales@checkmark.com | www.checkmark.com

Table of Contents

Chapter 1 Getting Started

CheckMark 1099 helps centralize all your 1099 filing needs. With this program you can print or even e-file all forms needed for filing 1099-MISC, 1099-DIV, 1099-INT, 1099-S, 1099-R and 1099-NEC forms. The program has the option to print these forms on a pre- printed 2-up form or a blank sheet.

Before starting the set up of your company and recipients, please read through this manual. It covers general setup and 1099 requirements, as well as how you can receive additional support directly from Checkmark, Inc.

System Requirements

CheckMark 1099 can be installed on a computer running either Macintosh or Windows operating systems. This software now supports multi-user access, allowing customers to run the application on multiple computers and share access to data files simultaneously. DO NOT install the application program on a server. Install the program locally on the user's hard drive even if you save the data on a server.

Users will need to have a computer running an operating system of either Windows 8 or higher including Windows 10 & 11, or Macintosh OS X 10.6 or higher including Sierra, Mojave, Catalina, Big Sur, and Monterey & Ventura.

Along with a compatible printer, the latest version of Adobe Reader is also required to properly print certain forms from the program. You can download a free copy of Adobe Reader from Adobe's website at www.Adobe.com.

Whichever operating system you choose, a working knowledge of the operating system is essential. For more information about the basics and navigation of your operating system, see the user manual.

Software and Patch Updates

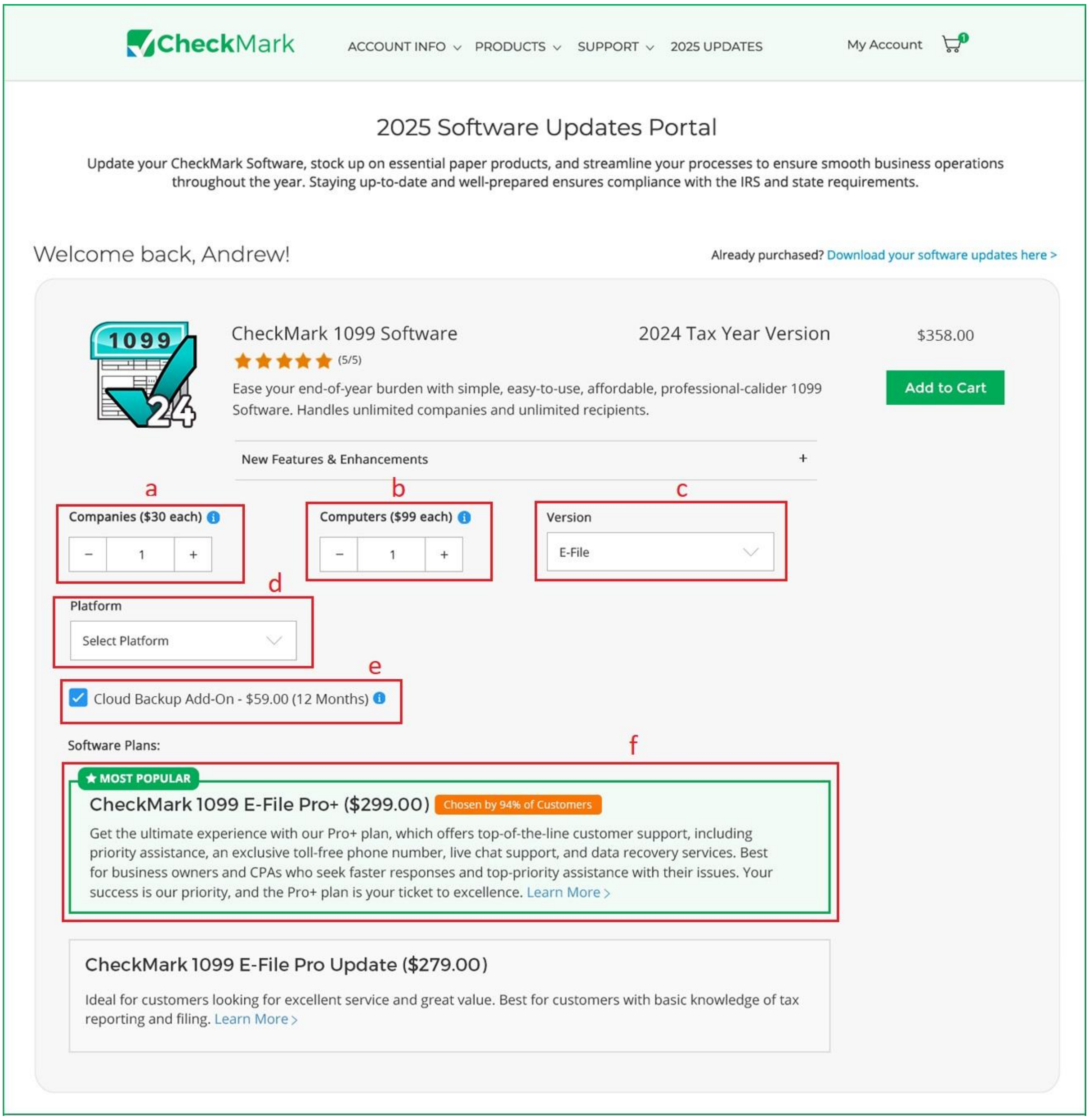
Each year the program is issued with the latest 1099 Forms as well as added features. Program patches are released as needed throughout the year for the current version of the software. Patches are available online at www.checkmark.com. Renewal notices are sent out each year, in the fall, announcing the next update. Updates must be purchased each year to receive support and the ability to install patches for changes.

How to Purchase and Download CheckMark 1099 Software

1. Sign in to **My Account** using your credentials and go to the 2025 Updates Portal.

   My Account Link: https://www.checkmark.com/account/sign-in

2. Choose the software you want to purchase. By default, one company and one computer will be included as part of the base license.



(a) Add the number of companies you want to manage with your software.

(b) Add the number of computers you wish to install the software on.

(c) Select version E-File or Print.

(d) Select the platform.

(e) Make sure the Cloud Backup Add-On is selected to protect your data with secure backups, giving you peace of mind and easy access to your information anytime, anywhere.

(f) Always select the Pro+ Update to enjoy priority support and faster response times, ensuring your issues are resolved quickly and your workflow stays uninterrupted.

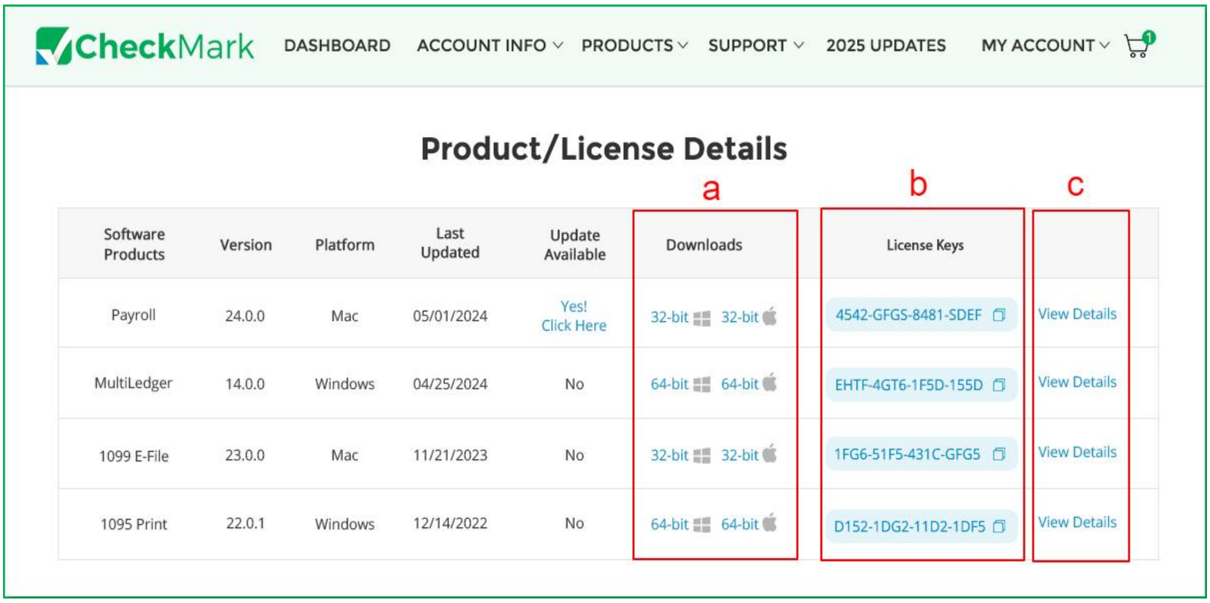
3. Click **Add to Cart** and then scroll down to the bottom of the page and click **Next** to proceed.
4. Remember to stock up on checks, business, and tax forms for your business. Simply add the necessary items to your cart and click **Next** to complete your order.
5. Review the items in your cart, confirm your billing address, enter your payment details, and complete your purchase.
6. Once the payment is successful, you will be taken to the **Product Details** page.

   Here you will find the

   (a) **Download links**

   (b) **License Key** – This is a 16-character alphanumeric code. Keep it secure and do not share it with anyone to protect your software access.

   (c) **View Details** – This screen provides additional insights into your license usage, including the number of computers your software is installed on and the number of companies you have added.



Software Products	Version	Platform	Last Updated	Update Available	Downloads	License Keys	
Payroll	24.0.0	Mac	05/01/2024	Yes! Click Here	32-bit 32-bit	4542-GFGS-8481-SDEF	View Details
MultiLedger	14.0.0	Windows	04/25/2024	No	64-bit 64-bit	EHTF-4GT6-1F5D-155D	View Details
1099 E-File	23.0.0	Mac	11/21/2023	No	32-bit 32-bit	1FG6-51F5-431C-GFG5	View Details
1095 Print	22.0.1	Windows	12/14/2022	No	64-bit 64-bit	D152-1DG2-11D2-1DF5	View Details

7. Click to download the purchased software based on your operating system directly to your local computer.

How to Get More Help

This manual covers general set up and reporting. There may be items that are specific to your company that are not addressed here except in general terms. For these times, CheckMark, Inc. offers additional support.

Only registered users can receive technical support so please, take a moment and read the License Agreement, fill out the Registration Card and send it in.

Support is offered via internet submission, E-mail, fax or telephone. Whenever you contact support, have your customer number OR product registration number available. It is important that you are at your computer with CheckMark 1099 running when speaking with support to best resolve your question/problem.

Support Plans

CheckMark Software offers several additional support plans to meet your needs:

Priority Support

300 minutes with your annual subscription, with an 800 phone number exclusively for priority support customers and top of the queue assistance. Phone, email or fax support.

Professional Support

90 minutes with your annual subscription. Phone, email or fax support.

Before Contacting Support/Other Resources

Check for Latest Version	Users with internet access can check to be sure that they are up-to-date as often as they wish by selecting Check for Latest Version under Help in the program. If you wish the program to check this for you every time it is launched, select the Preference to Check for Latest Version on Launch. If necessary, download and install the latest update (may require purchase if not using the current year version).
1099 Manual	Users can access the 1099 program manual from the Help menu while in the CheckMark 1099 program. An updated manual is included with each update.
Online Knowledge Base	Users with internet access can check the online data base for answers to common questions. Access to the Knowledge Base can be obtained by going to the Help menu and selecting CheckMark Knowledge Base. You can also access the Knowledge Base directly from the CheckMark website at https://kb.checkmark.com/knowledgebase/checkmark-1099-software/
Online Tutorials	These short videos are valuable for new users and seasoned pros alike. Each topic is easy to understand as you are taken step-by-step through features and procedures. You can access the tutorials under the Help menu in the program or by going to the CheckMark website at https://checkmark.com/.

Contact CheckMark Inc

Suggestions

For questions regarding the 1099 software, you can choose one of the following methods to request technical support:

Online at: https://www.checkmark.com/.

Sign in to **My Account** using your credentials. Click on **SUPPORT** and Select **Add Ticket**. Fill in all the necessary fields and click **Submit** to create a support ticket.

Once your ticket is submitted, you will receive a notification on your registered email address. Our support team will now take care of your query and update you on the ticket. You can view your submitted tickets in **SUPPORT** > **Ticket History** in **My Account**.

Our program continues to improve with the input of our users. If you wish to see a feature considered for possible implementation into the Payroll program, please send us your suggestions

Sales – 800-444-9922 or sales@checkmark.com

Support – 970-225-0387 or support@checkmark.com

Customer Service – 970-225-0522 or info@checkmark.com

Fax – 970-225-0611

Address – CheckMark Inc, 323 W Drake Rd, Ste. 100, Fort Collins, CO 80526

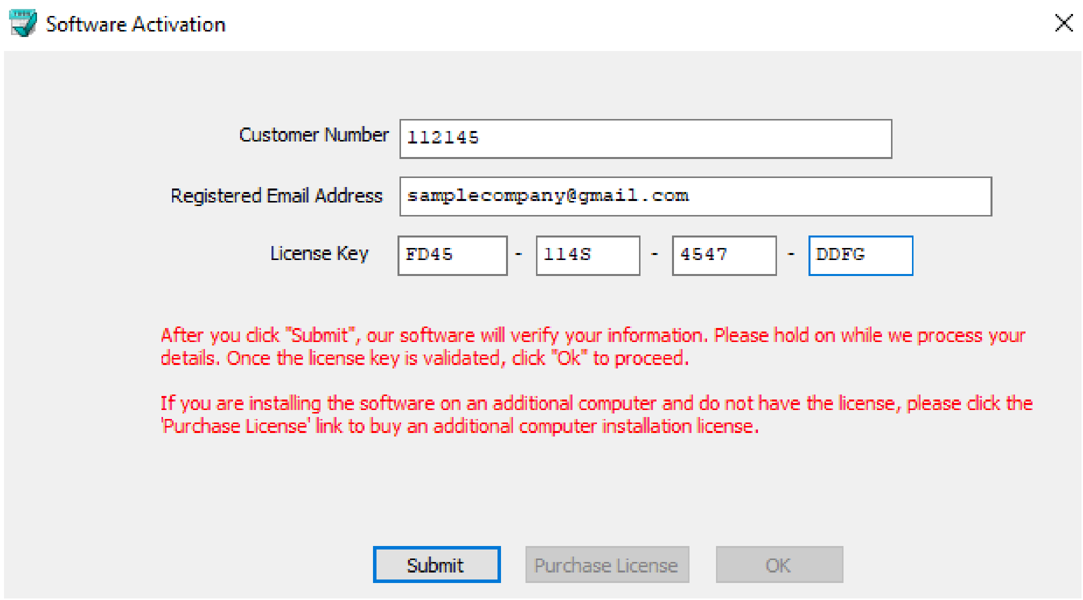
Chapter 2 Installation, Activation and Basic Use

If you need to install the software on multiple computers, additional licenses are required for each computer. All installations, activations, and software use require an internet connection—no more CDs.

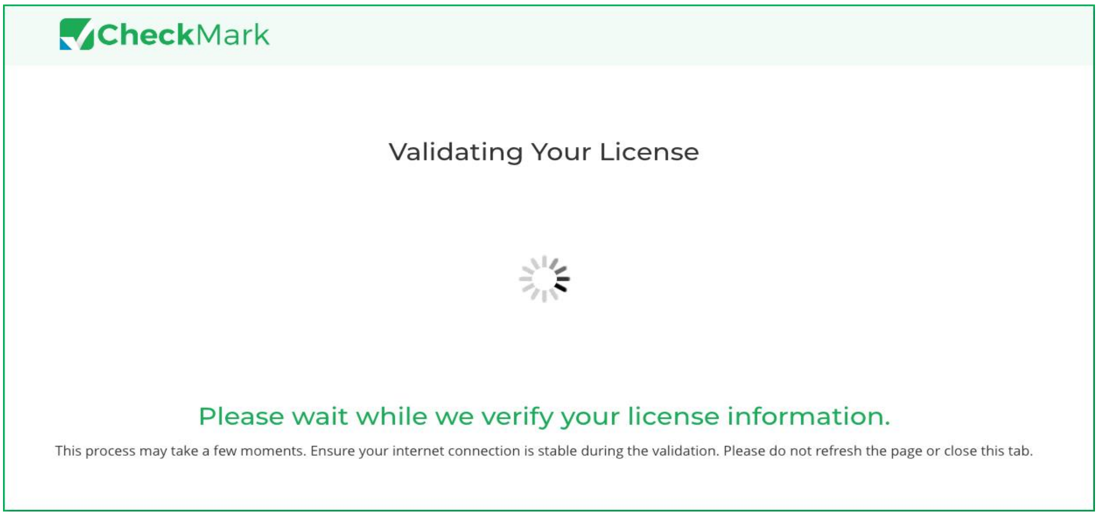
Installing and Activating 1099 software

1. Open the folder containing the installation file for the software update, and double-click the file to start the installation process. Ensure your computer is connected to the internet during installation for a smooth setup.
2. After the CheckMark Software is successfully installed on your computer, a software activation screen will appear. Enter your Customer ID, Registered Email Address, and License Key, and then click **Submit** to initiate the activation process. (Please enter the license key in uppercase).

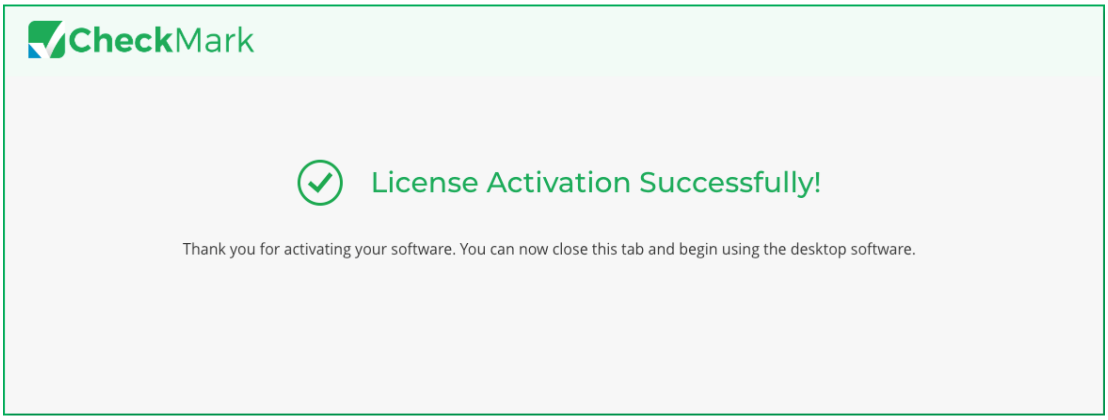
   Note: The Customer ID can be found on the **Account Info** page, and the License Key can be located on the **Product Details** page.



3. If all the details are entered correctly, a web page will then open in your browser to validate your license information. The process will take a few seconds. Make sure your internet connection is stable during validation, and do not close or refresh the page.

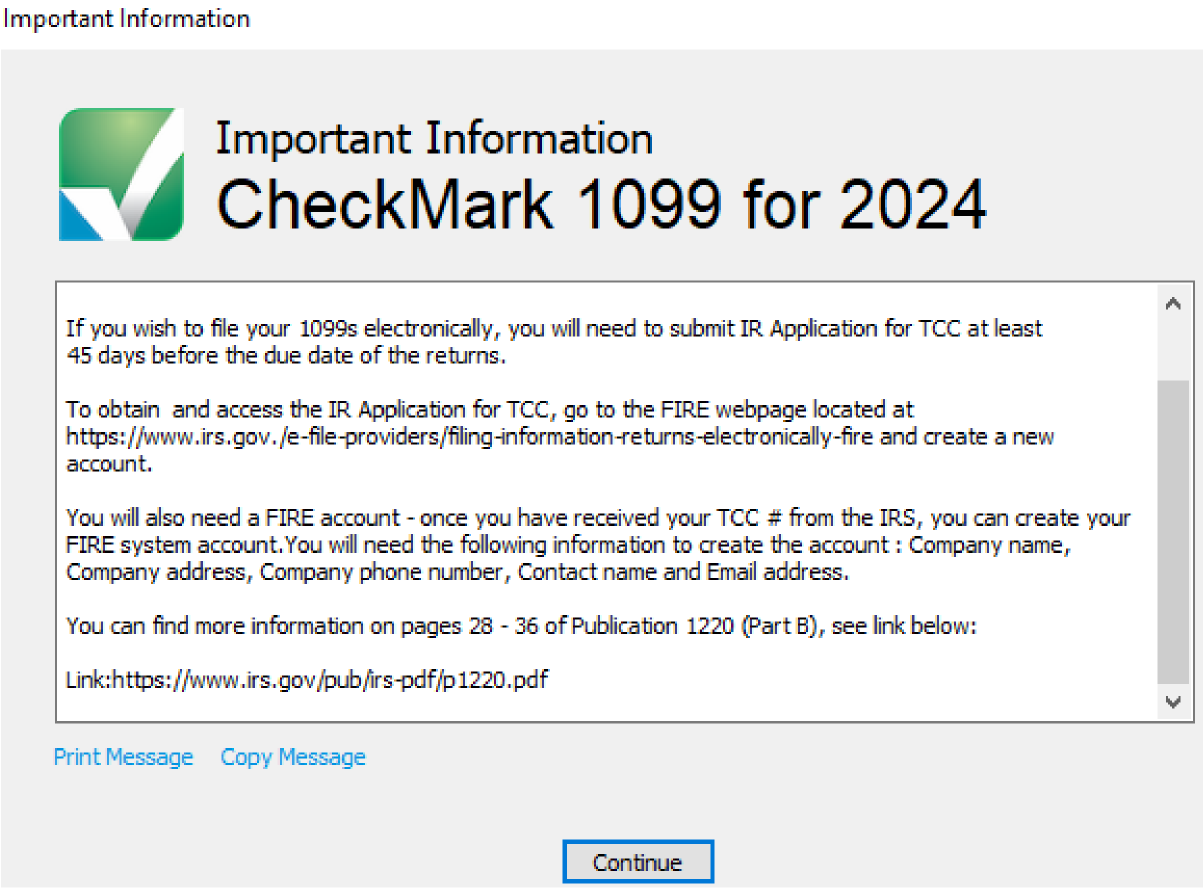


4. Once your license information is validated, a success message will appear, and you can close the tab.



5. The **OK** button will now be enabled on the software activation screen. Click **OK**.

6. An important screen appears. Read the instructions, and then click **Continue**.

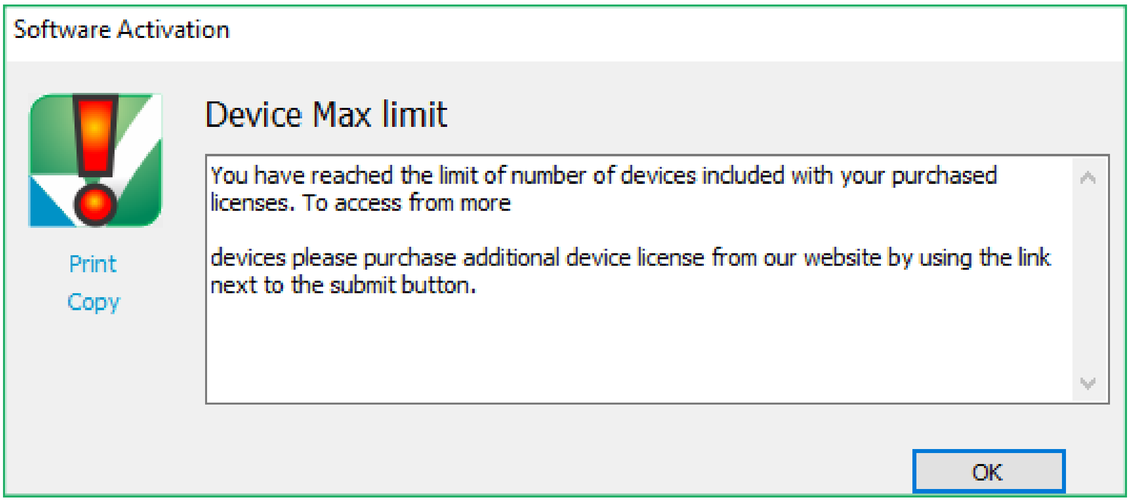


Congratulations! Your license is now activated, and your software is ready for use.

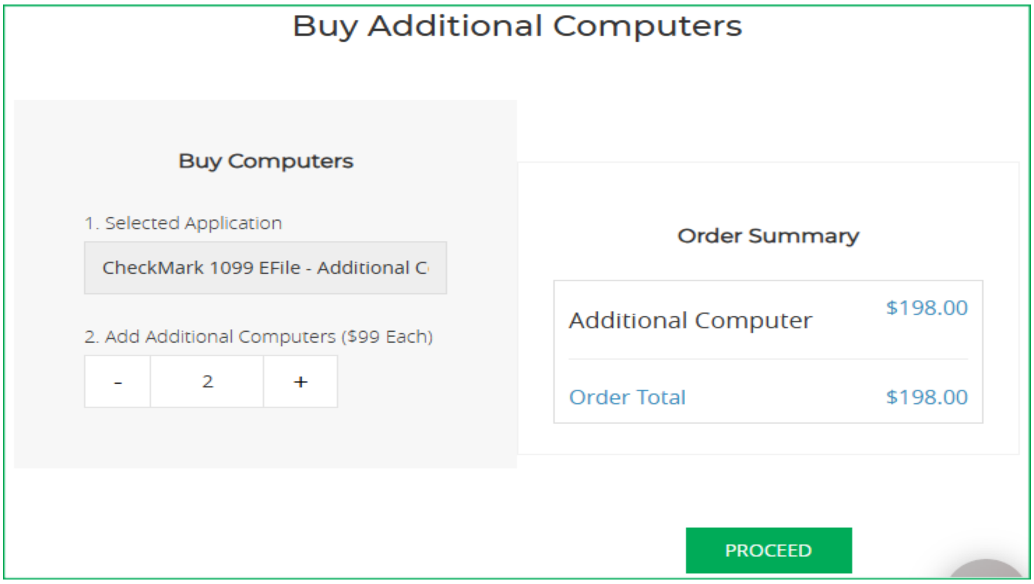
How to Install Software on Additional Computers

1. Sign in to My Account, click **PRODUCTS** in the menu, and go to **Product Details**. Click the OS version for which you want to download the software installer.
2. Run the downloaded installer and follow the on-screen instructions to complete the installation.
3. After installation, a software activation screen will appear. Enter your Customer ID, Registered Email Address, and License Key used on your original computer, then click **Submit**.

   Note: After entering the license key, press **ENTER** to enable the Submit button.
4. An alert message will notify you that the maximum device limit has been reached for your license, click **OK** to proceed.



5. After the device limit popup is closed, the Purchase License button on the activation popup will now be enabled. Click on the **Purchase License** button. This will automatically log you into your CheckMark account and take you to the web page to buy additional computer licenses.



6. Select the number of additional licenses needed, each costing $99, and click **PROCEED** to complete your payment. After the successful payment, close the webpage and return to the Software Activation screen, where the **OK** button should be enabled. Click **OK** to finish the activation process.

   Congratulations! Your license is now activated, and your software is ready for use.

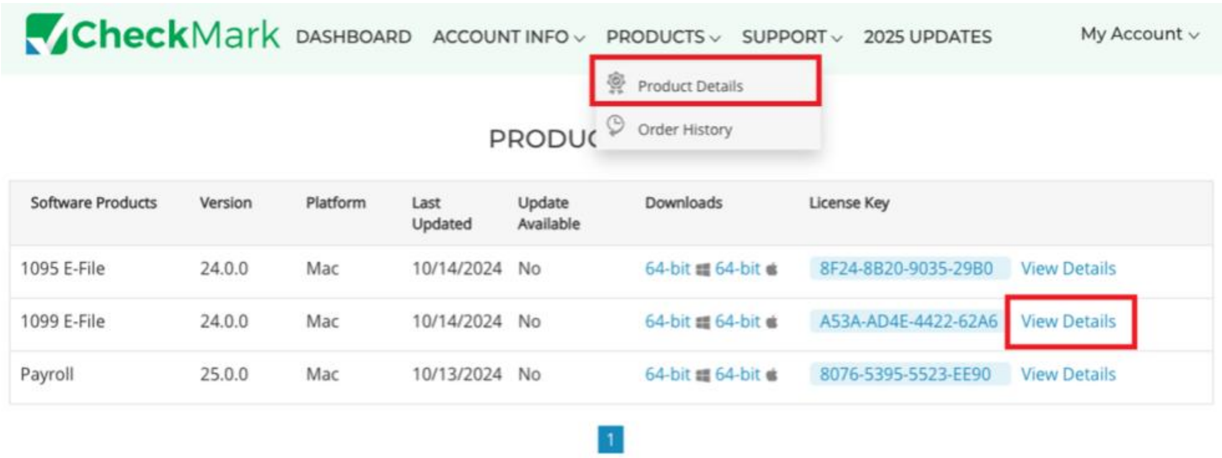
Note: To access your previous companies' data from another computer, ensure that you have copied the company's database file from the old computer to the new one where CheckMark Software is installed. Use the **Restore Database** option from the **Tools** menu to restore previously backed-up company data. Alternatively, use the Database Manager option from the **File** menu to fetch company databases.

Important:

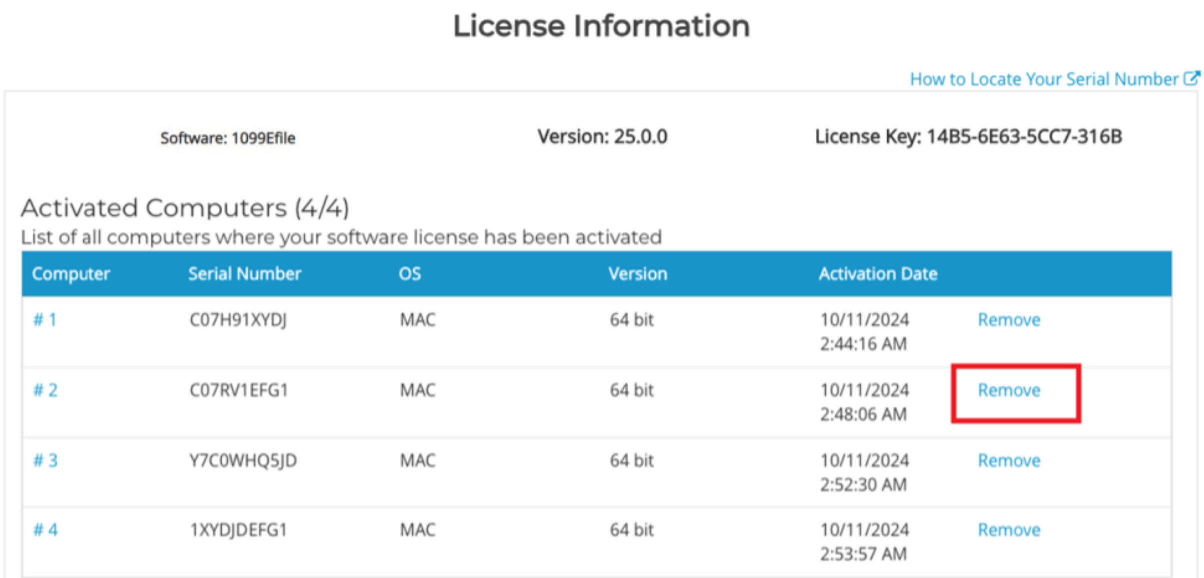
- You can only run the companies that have been paid for under your current license.
- You will only be able to open the companies that were created on the previous computer.
- To add new companies to a newly licensed computer, you must purchase additional company licenses. If you have already purchased the licenses, you can proceed to add the companies to the new computer.

How to Remove Computers from the License

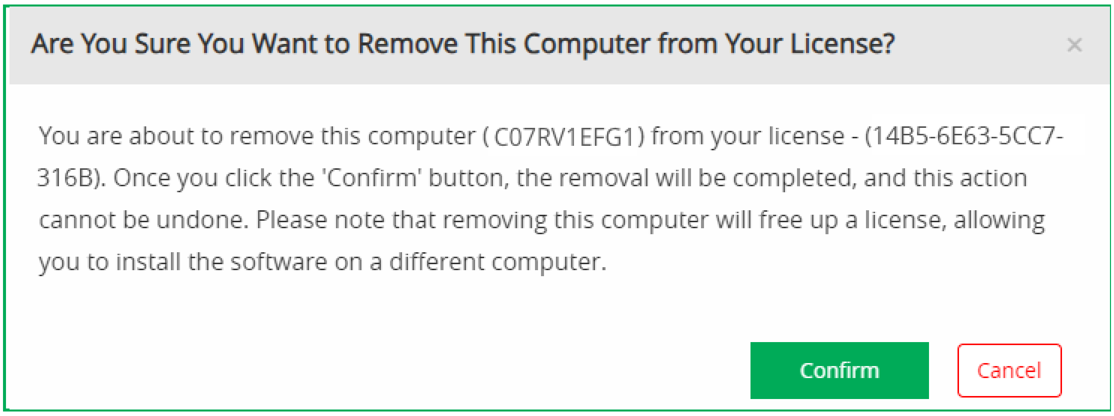
1. Sign in to My Account, click **'PRODUCTS'** in the menu, and go to the **'Product Details'** page.
2. Click on the **View Details** button for the software from which you wish to remove the associated computer installation.



3. The License Information page will open. Locate the computer you want to remove from the license and click "**Remove**." If you are unsure of the serial key for the computer, click the link "**How to Locate Your Serial Number**" and follow the steps to find your computer's serial number.



4. A pop-up window will appear asking for confirmation. Click the **Confirm** button to proceed.



Note: This action cannot be undone. Once the computer is removed, the license will be free for installation on another device.

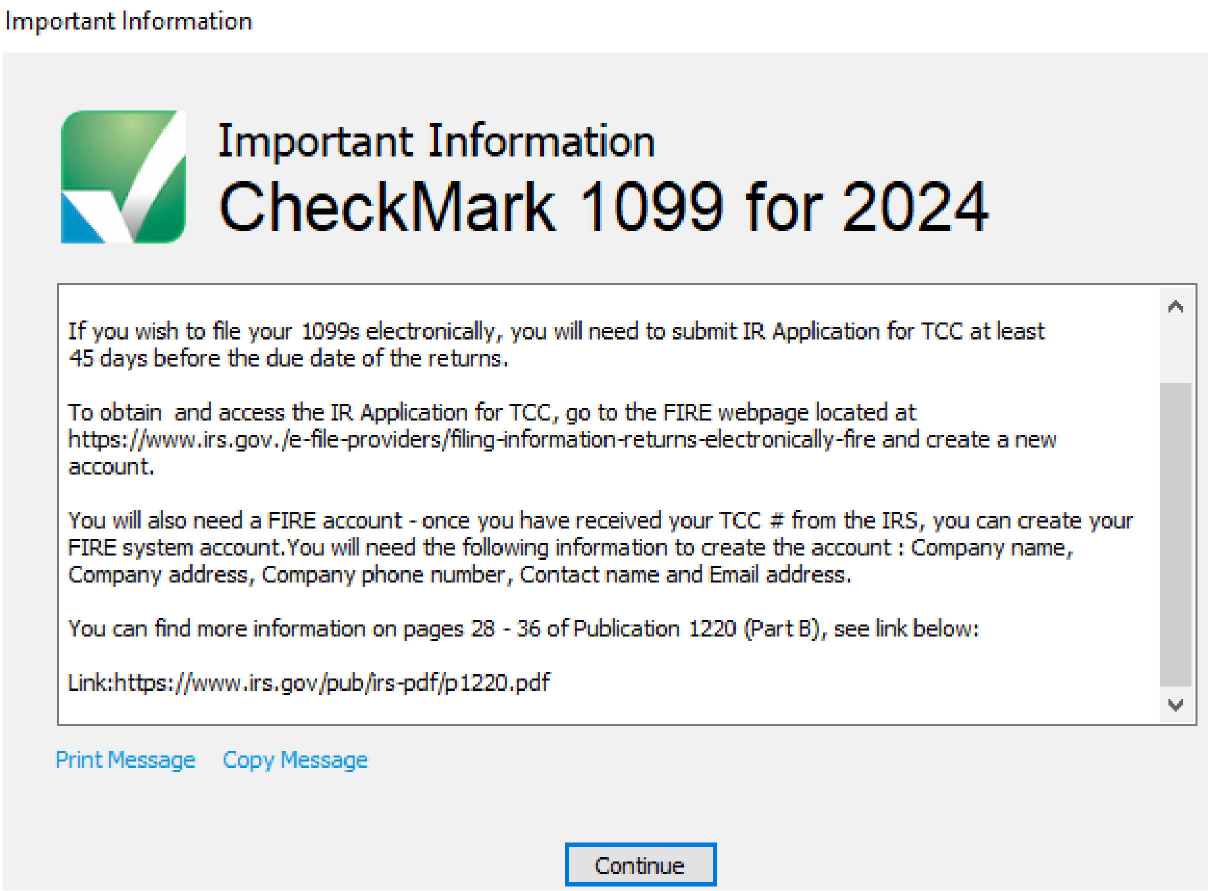
5. After confirming, you will receive an email at your registered email address, confirming that the computer has been removed from the license.

   Caution: If you removed the computer either intentionally or by mistake, you will need to reinstall the software on the same or a new computer. You will need your license key, registered email address, and customer ID to activate the software. Be sure to back up all your company's data before reinstalling to prevent data loss.

Opening CheckMark 1099: New User

1. Open the CheckMark 1099 application. You can use either the shortcut or alias that was created or go to the CheckMark 1099 folder that was installed and double-click the CheckMark 1099 application file.
2. The first time you open the program the welcome screen appears. This screen provides useful information regarding the set up of Security, Customizing screens and fonts and accessing the Manual.

   Click the **Print Message** button to print out this information.



Important: It is recommended that you set up a password to protect your private information.

For information on setting up passwords, see Setting up Users and Passwords.

Opening CheckMark 1099: Upgrading Old Files

The information will be stored in a database that is created the first time you open your previous files, the default location is:

Macintosh: HD\Documents\CheckMark\1099\(year)

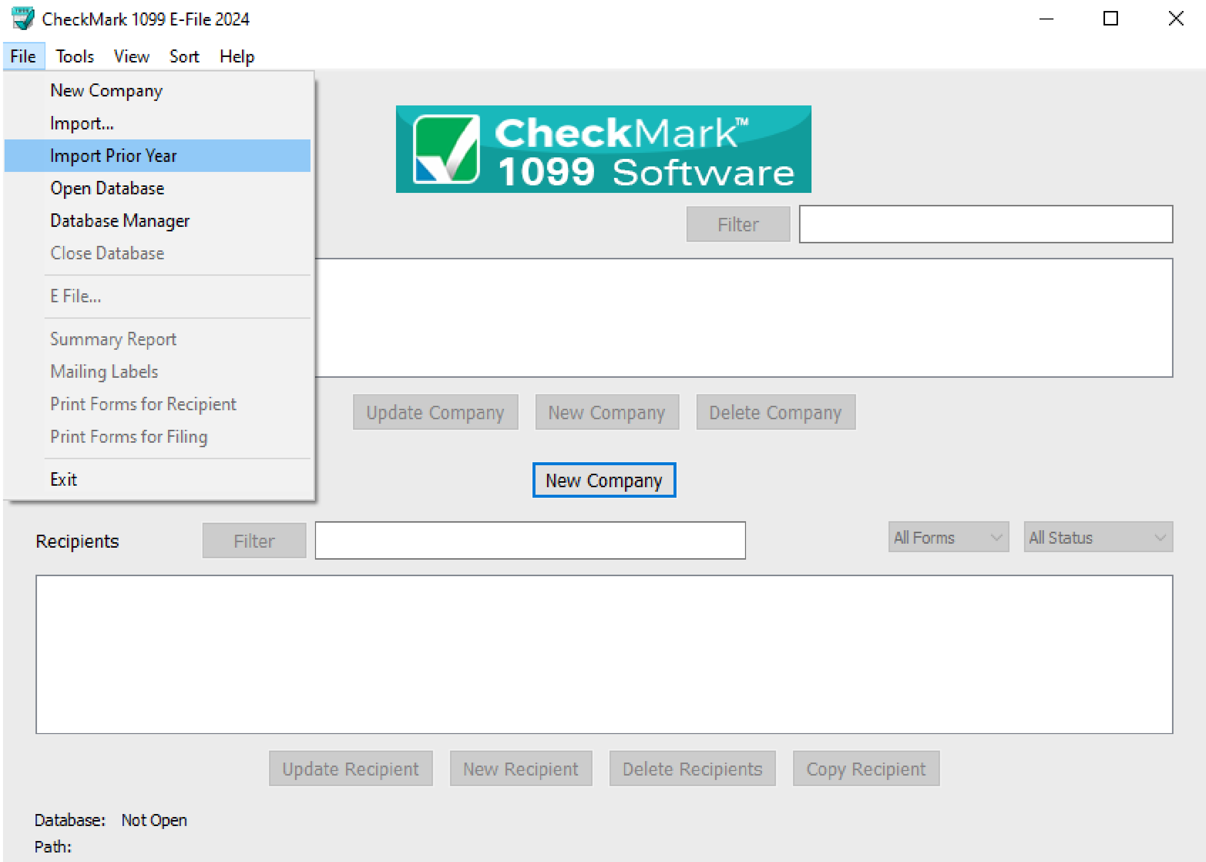
Windows: C:\Documents\CheckMark\1099\(year)

1. Open the CheckMark 1099 application. You can either use the shortcut or alias that was created or go to the CheckMark 1099 folder that was installed and double-click the CheckMark 1099 application file.
2. If you have a previous 1099 database from a prior year, the program will ask you if you want to import the Company and Recipient information.
3. Click **Yes** to continue. Enter the Username and Password from the prior year, if requested.

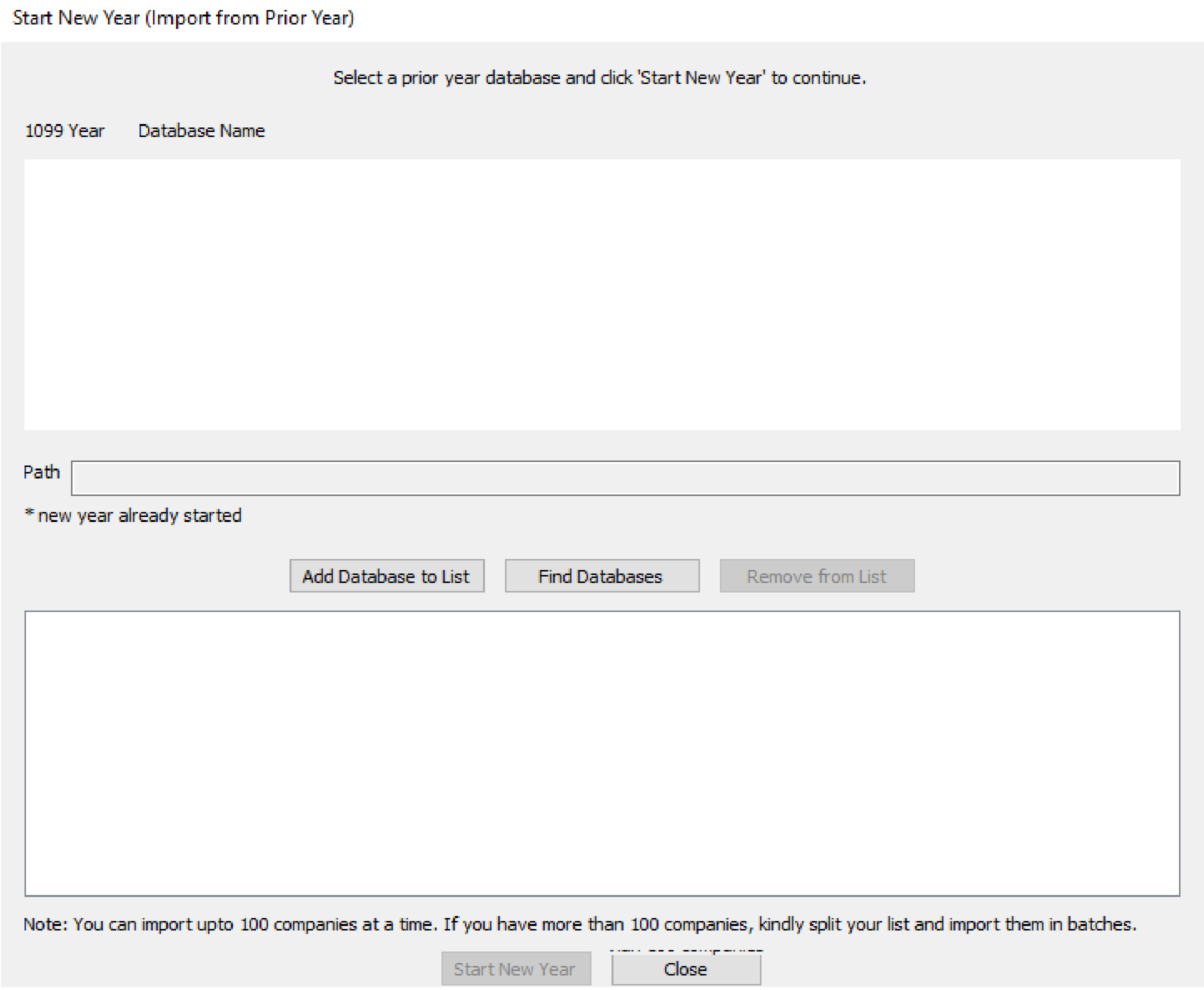
4. A pop up window asks if you want to clear out the prior amounts. Click **Yes** to zero out amounts and continue or No to retain the prior year's amount information
5. If you clicked **Yes**, you'll be notified once the data is successfully imported.

Starting a New Year (Import Prior Year)

1. After activating the license, click **Import Prior Year** from the **File** menu.



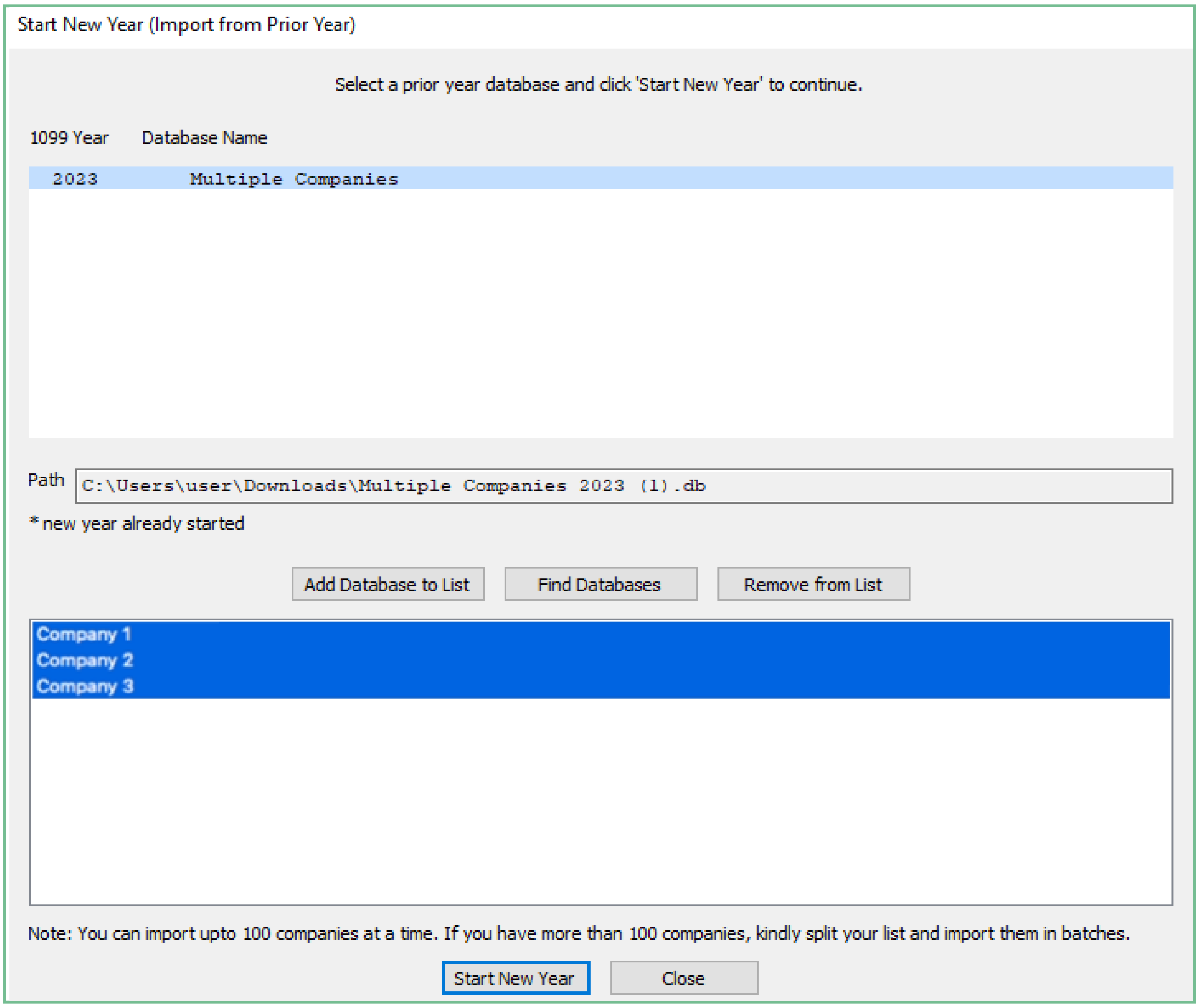
2. The Start New Year (Import from Prior Year) screen will appear, allowing you to start importing data.



3. Now select the companies you want to import from your database.

   Use **Add Database to List** and **Find Databases** to search your computer for existing databases. You can only import companies from one database at a time. If you have multiple databases, repeat the process for each.

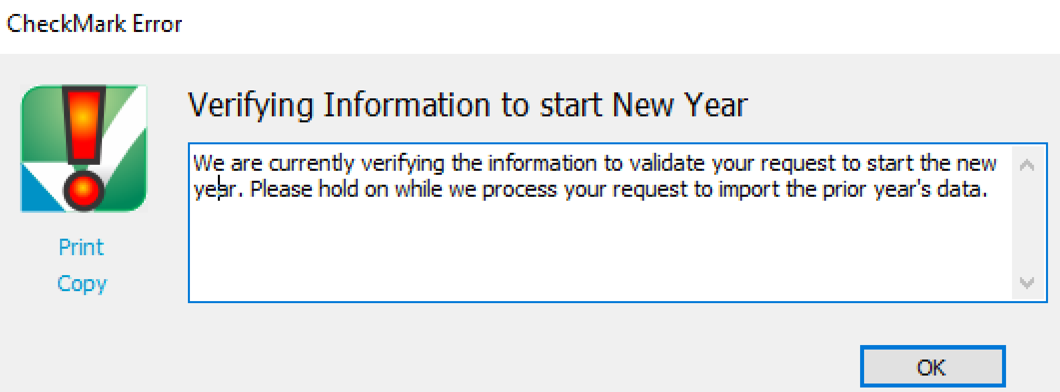
   Important Update (2025 onwards): Starting with the 2025 update, each database can store only one company. In previous versions, multiple companies could be stored in a single database. Plan accordingly when managing databases.



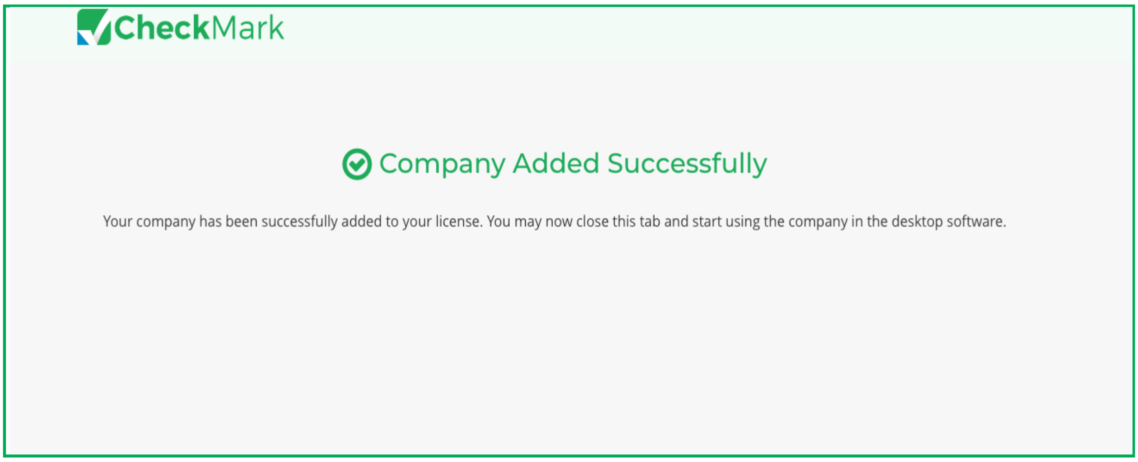
4. After selecting the company you want to import, click the **Start New Year** button.

   Note: You can import up to 100 companies at a time. If you have more than 100 companies, kindly split your list and import them in batches.

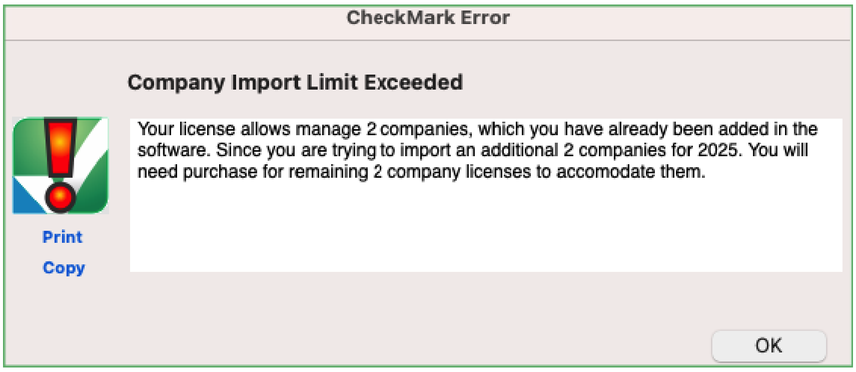
5. A confirmation popup will appear, click **OK** to continue.



6. You will be taken to a web page for validation. The system will check how many companies you've purchased versus how many you're trying to import. If you are importing the correct number of companies (equal to or less than the number you purchased), the import will proceed smoothly.



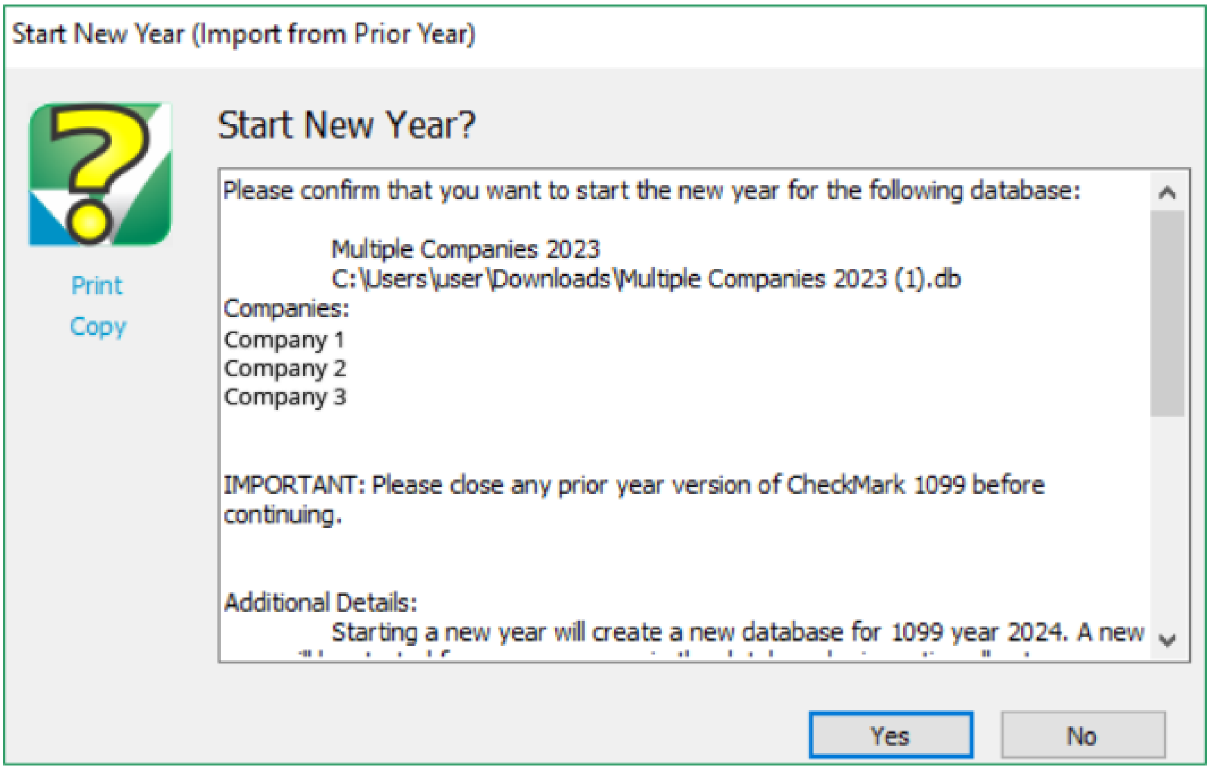
If you exceed your purchase limit: An alert popup appears.



For example, if you purchased licenses for 2 companies but tried to import 4, you will be directed to the purchase page where you can buy an additional license for the extra company.

7. After the successful addition of the company to your license, close the webpage. Return to the application and click the **Start New Year** button on the "Start New Year (Import from Prior Year)" screen.

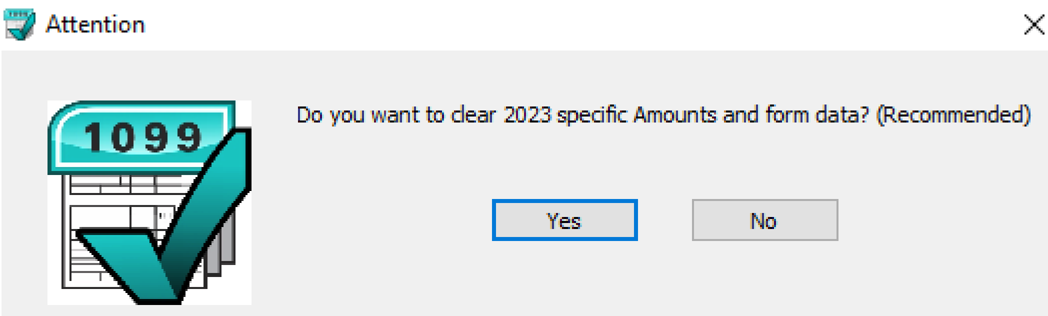
   A confirmation popup will appear.



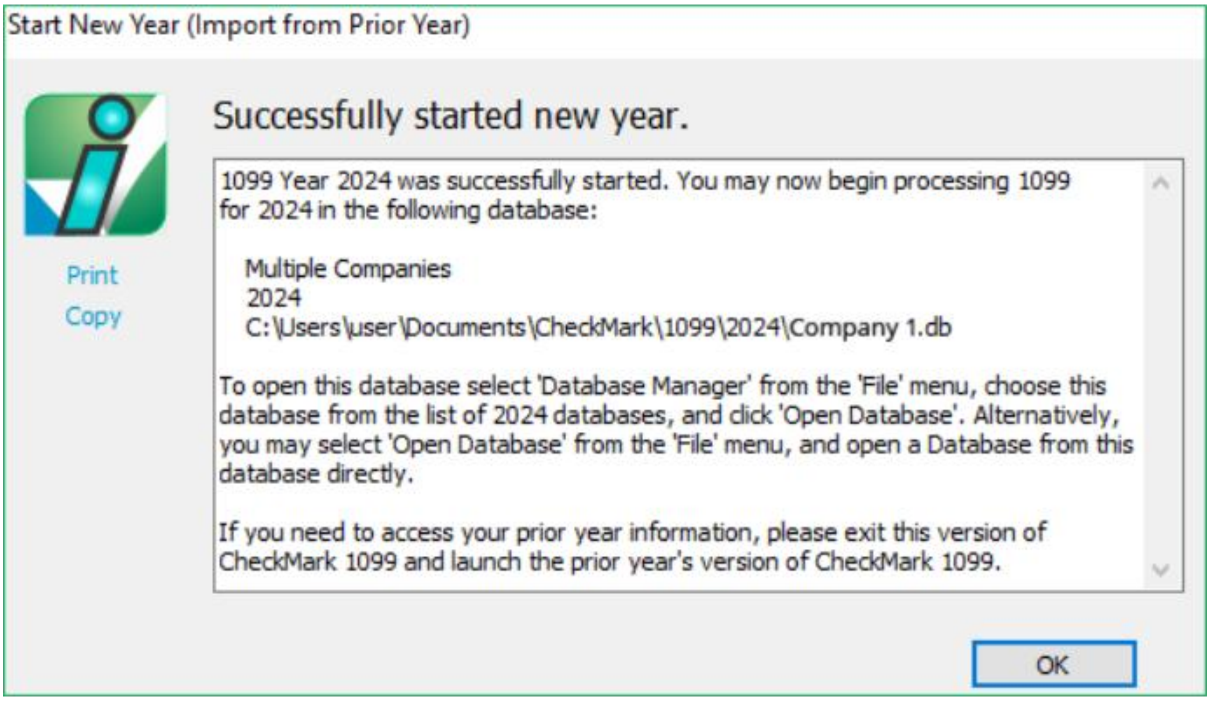
If the company shown is correct, click **Yes** to proceed.

If it's incorrect, click **No** and select another company from your database.

8. An alert appears. Choose your preference to clear amounts: click **Yes**, else click **No**.



9. After confirmation, a final popup will inform you that the company has been successfully imported.



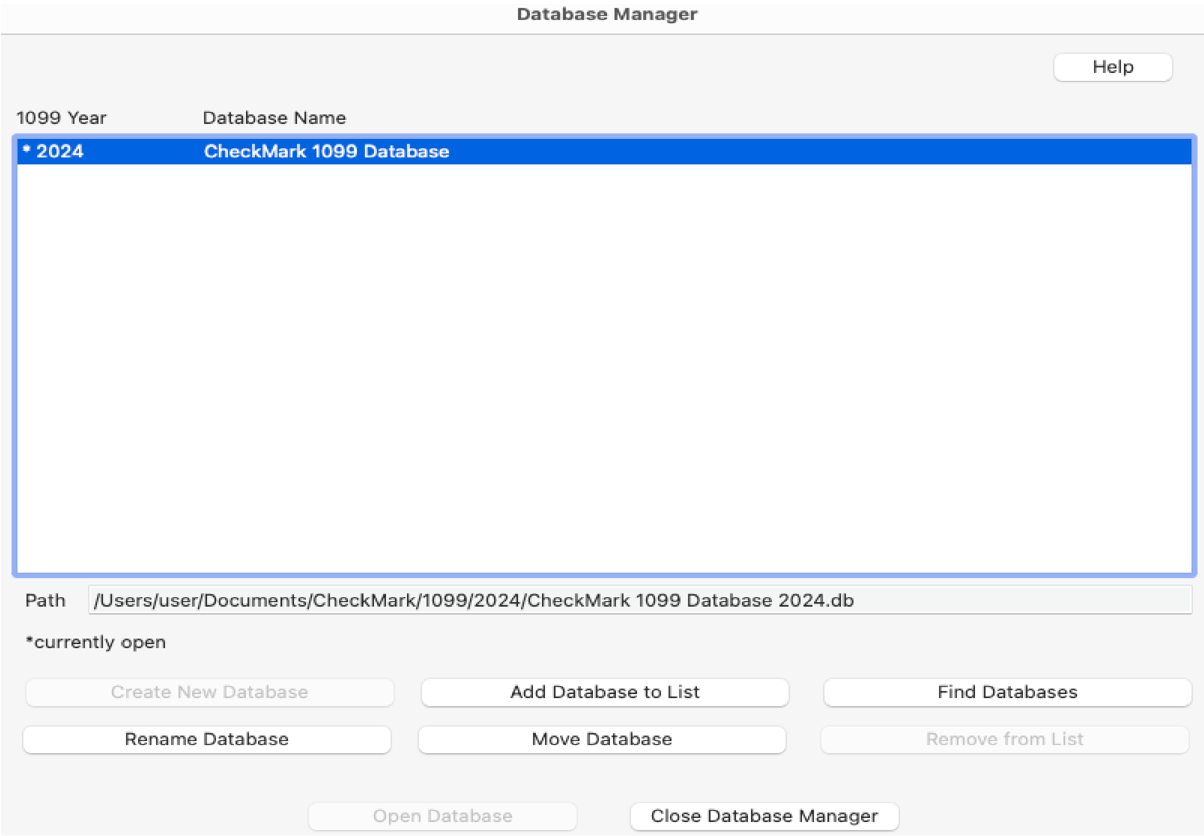
10. To start using the imported company, click on **Open Database** or **Database Manager** from the **File** menu. Select the company you just imported and then click **Open** to access it. Congratulations! Your prior year's company has been successfully imported and is now ready for your 1099 reporting process. You can now proceed with reporting 1099 taxes for the current year based on the imported data.

Using the Database Manager

CheckMark 1099 stores company data in a database.

Important Update (2025 onwards): Starting with the 2025 update, each database can store only one company. In previous versions, multiple companies could be stored in a single database. Plan accordingly when managing databases.

Choose **Database Manager** from the **File** menu.



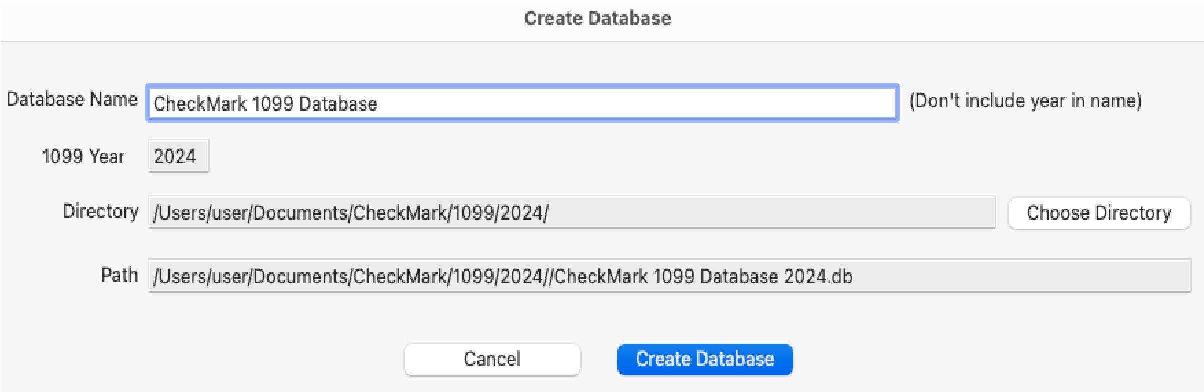
Storing Company Files in Separate Databases

Starting in 2025, each company must be stored in its own individual database. This change ensures that each company's data is kept separate and managed independently. When performing actions such as backing up, restoring, closing, or advancing to a new year, these operations will now be applied to each company's database individually.

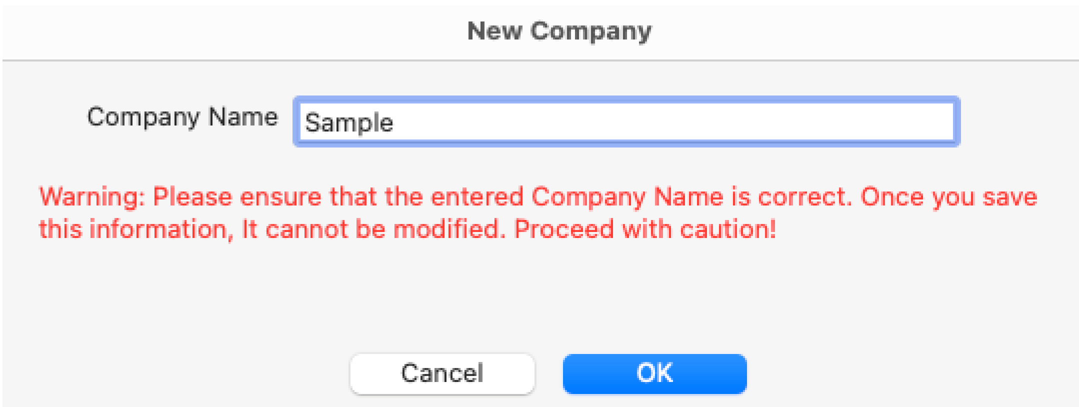
Create New Database

This option allows you to create and save a new database in any location you wish. Keep in mind that each database can store multiple companies.

1. Click **New Company** from the **File** menu.
2. Enter a Database Name. Click the **Choose Directory** button to select a new location to save the database.



3. Click **Create Database** to save the new database.
4. Enter company name and then click **OK**.



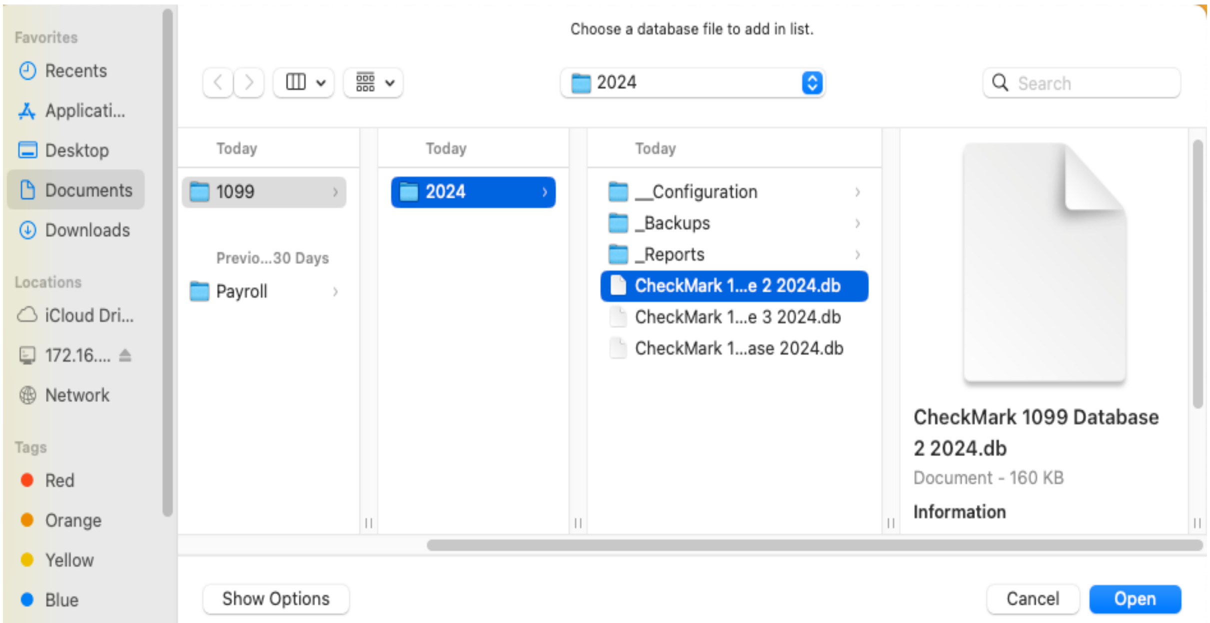
Important Update (2025 onwards): In previous versions, multiple companies could be stored in a single database. Starting with the 2025 Update, each database can store only one company.

Add Database to List

This button allows you to add an already- existing database to the list. For example, if you copied over a database from another computer and the Database Manager does not list this database, you can choose Add Database to List and browse to that location to update the Database Manager's list.

1. Click on **Add Database to List**.

   An Open dialog box appears.



2. Browse to the location where the database is saved.
3. Select the database and click **Open**.

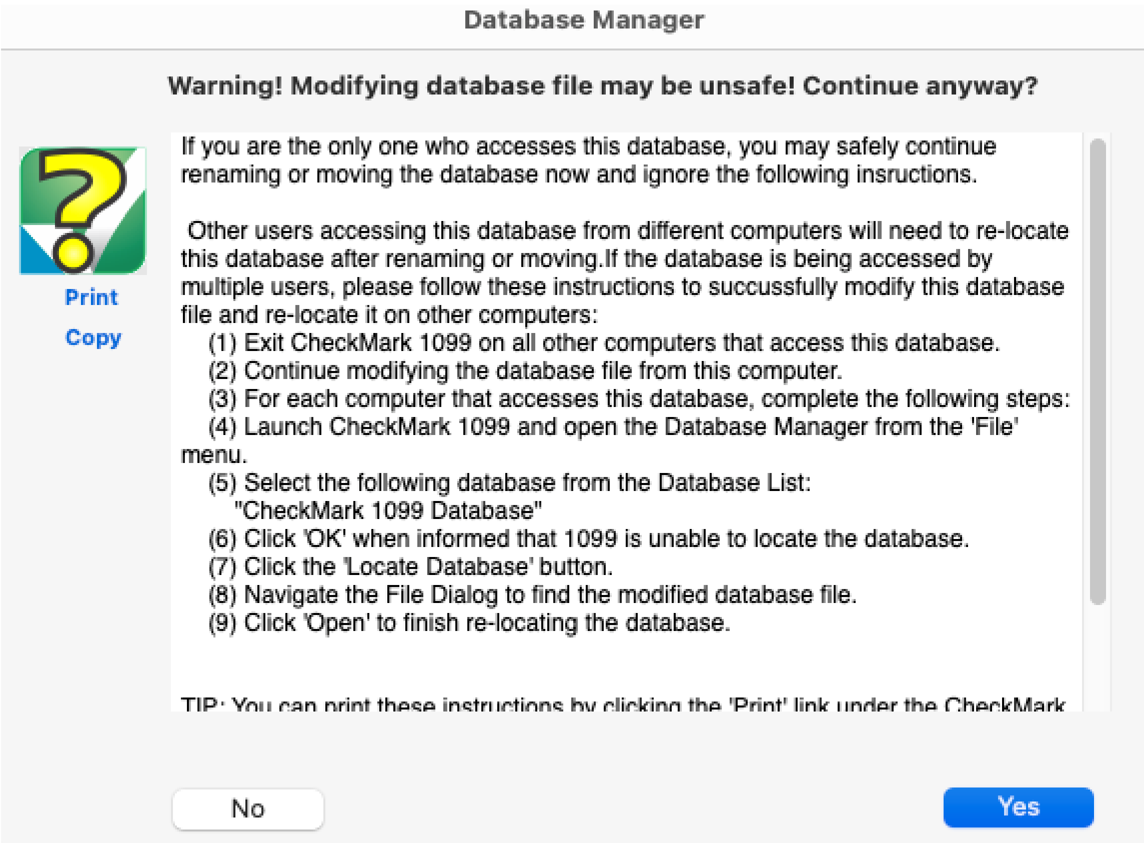
   The database is added to the list in the Database Manager.

Rename Database

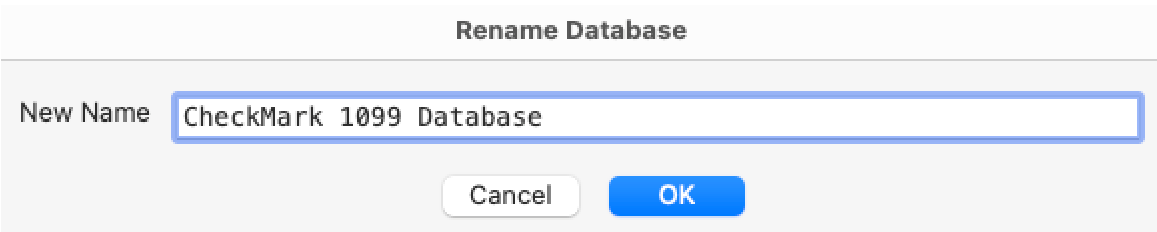
This option allows you to rename the database. It is recommended you use only alpha-numeric characters.

1. Click **Rename Database**.

   The following alert appears:



2. Click **Yes**. Otherwise, if you don't want to rename at this time, click **NO**.



3. Enter the new name and click **OK** to Save.

Open Database

This option allows you to choose a different database and open it up to view all saved payroll companies in that particular database.

Select the database you want to open and press **Open Database**.

The new database is now open and all companies stored in this database are available under the **Open Company** command under the File menu.

Close Database Manager

This option closes the Database Manager window.

Update Company

This command allows you to update the currently selected company's information. Once the program is launched, open the database that contains the company you want to update. Highlight the company and click the **Update Company** on the command center. Enter the information you want to change, and then click **Update Company** to save the changes.

Exiting CheckMark Payroll

To exit or quit CheckMark 1099:

- Choose Exit from the **File** menu (Windows)
- Choose **Quit from the CheckMark 1099** menu (Mac)

Chapter 3 Creating a New Company

This chapter shows you how to create a new company and enter basic company information.

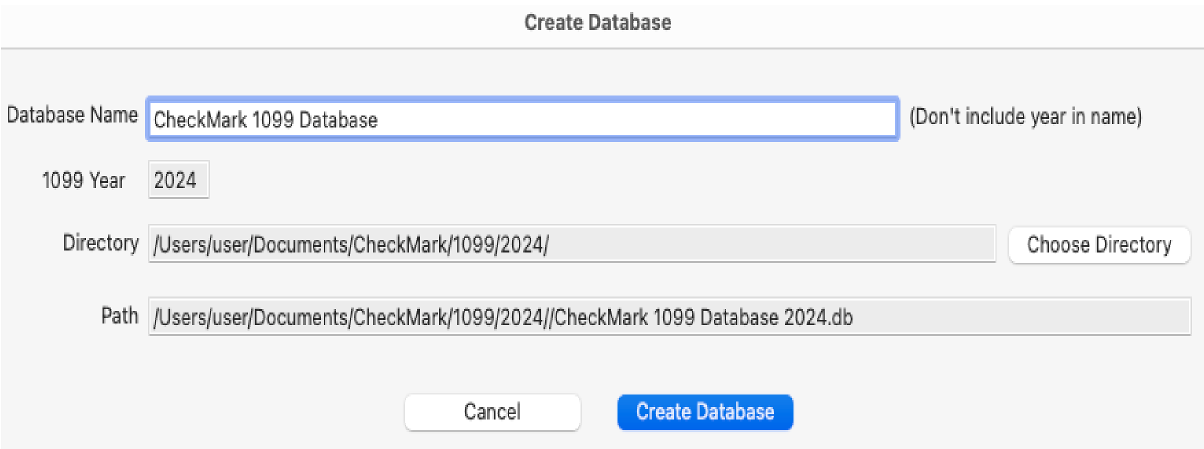
Creating a New Company

1. On Windows, double click the 1099 shortcut on the desktop or click the **Start** menu, select Programs, then select **CheckMark 1099** from the CheckMark Inc. File.

   On Macintosh, double click on the CheckMark 1099 alias on the dock or on your Desktop, or double click the CheckMark 1099 icon located in the install folder that was installed on your hard drive

2. Choose **New Company** from the **File** menu.

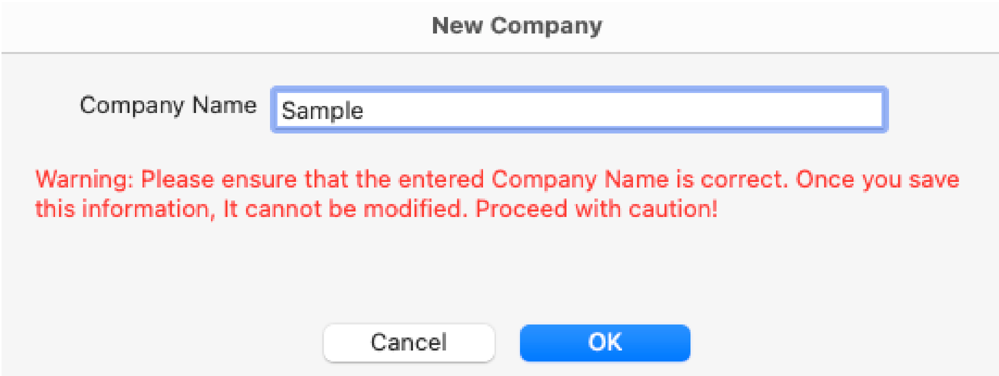
   A "Create Database" screen will appear.



3. Enter a name for the new database and click the **Create Database** button.

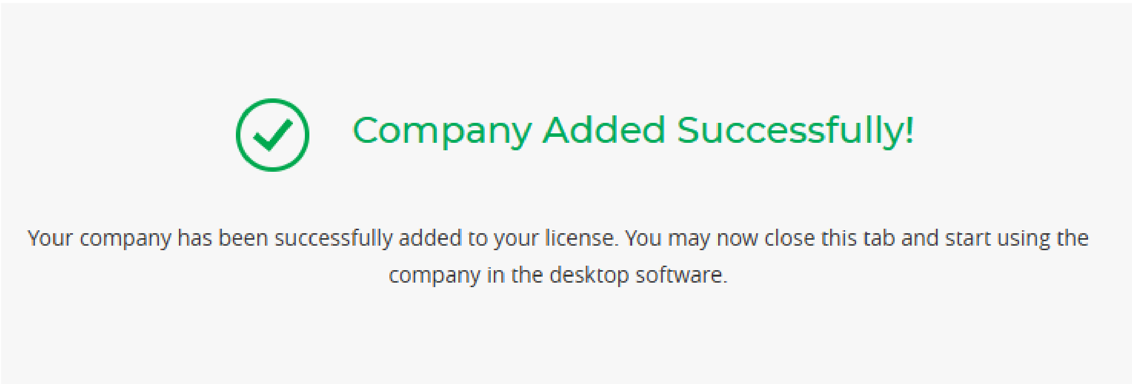
4. When the New Company screen appears, enter your Company Name.

   Warning: Ensure the company name is correct, as it cannot be changed once saved.



5. Click **OK**.

6. You will be taken to the webpage for company validation. Once the validation is complete, close the webpage, and the company will be added to the company list.



Important: Every time a new company is added, it will be validated by taking you to a webpage. If you have already purchased the company, it will confirm that the company has been added successfully. If the company has not yet been purchased, you will be taken to the webpage for purchase. An alert message will prompt you to validate the company if it is not registered in our database; click **OK** to proceed.

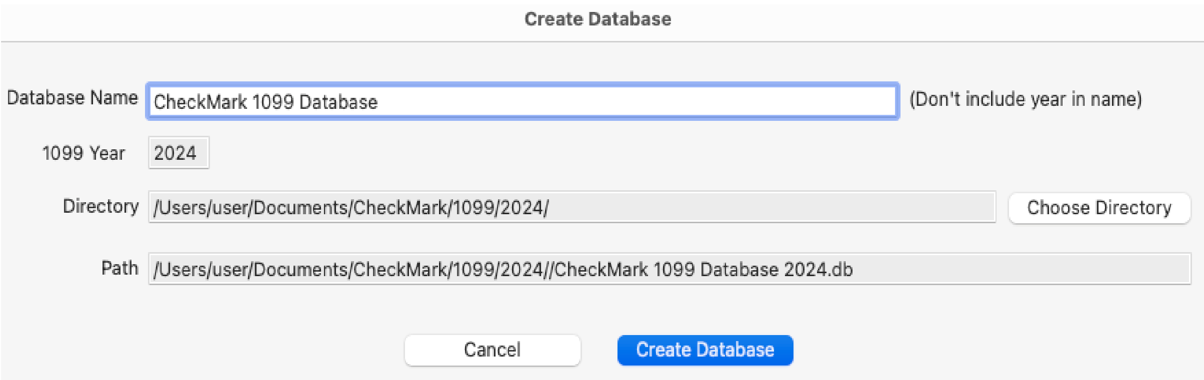
Updating an Existing Company

1. Highlight the company in the list you wish to update and click the **Update Company** button.
2. After all changes have been made to the Payer Information, click the Update Company button to save the changes.

How to Add Additional Companies

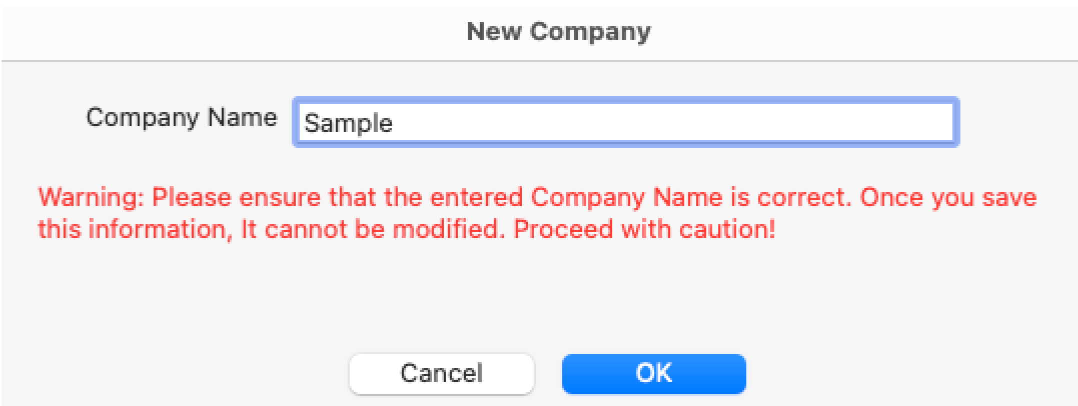
1. Open your CheckMark Software. Navigate to the **File** menu and click **New Company**.

   A "Create Database" screen will appear.



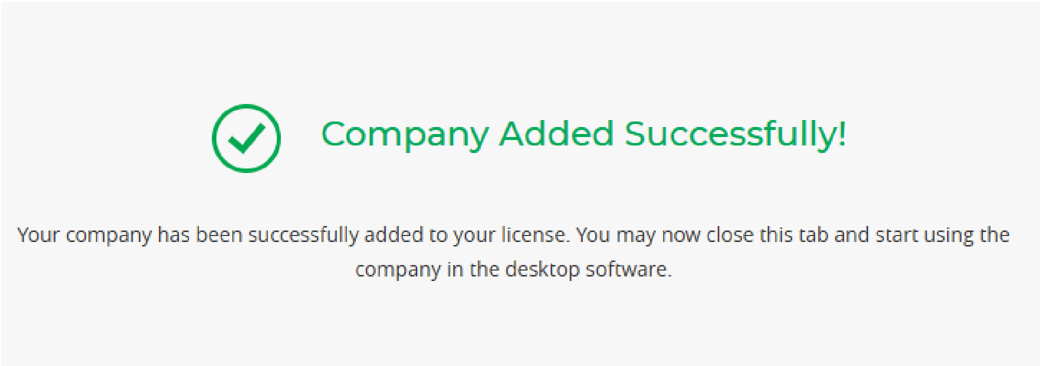
2. Enter a name for the new database and click the **Create Database** button.
3. When the New Company screen appears, enter your Company Name.

   Warning: Ensure the company name is correct, as it cannot be changed once saved.

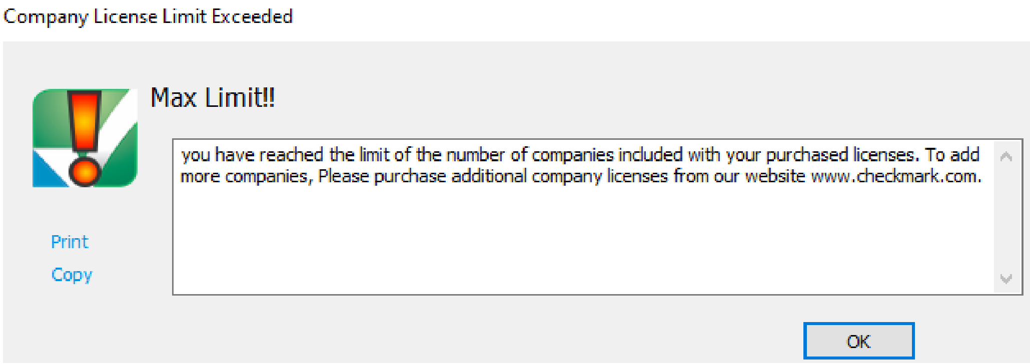


4. Click **OK** after entering the details.

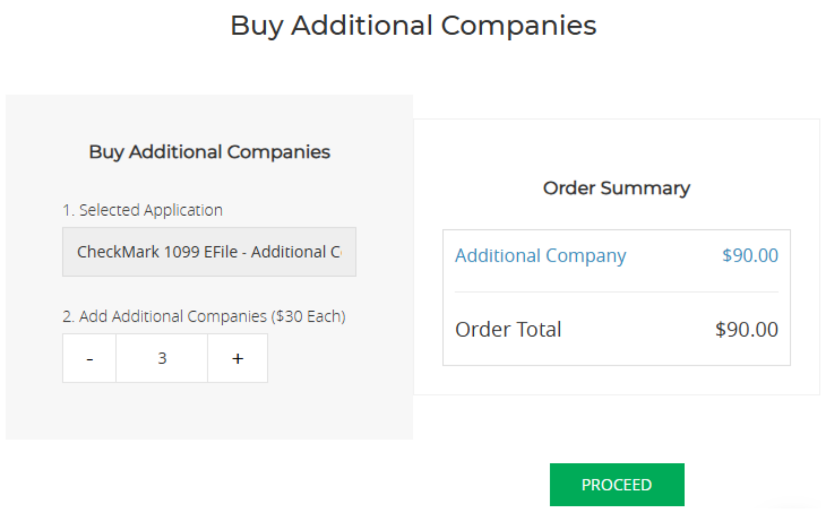
5. You will be directed to the webpage for company validation. Once the validation is complete, close the webpage, and the company will be added to the company list.



6. If you do not have a license to add additional companies, an alert will appear when the company limit is reached.

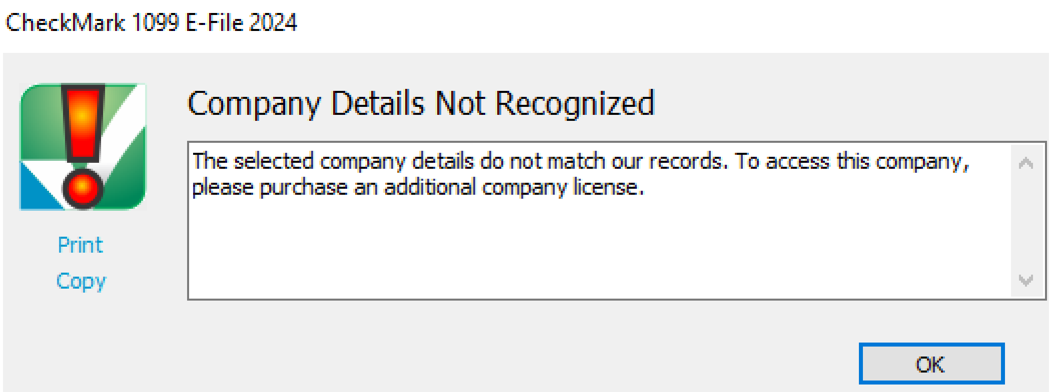


7. Click **OK**, and you'll be taken to a webpage to purchase additional company licenses.



8. On the webpage, select the number of additional companies needed, each costing $30, and then click **PROCEED**. Review your order on the order information page, confirm the details are correct, and click Checkout. On the payment page, enter credit card details and click **Pay** to complete the transaction.
9. After the payment is successful, go back to CheckMark Software the company will be added to the company list.

   Important: Every time a new company is added, it will be validated by taking you to a webpage. If you have already purchased the company, it will confirm that the company has been added successfully. If the company has not yet been purchased, you will be taken to the webpage for purchase. An alert message will prompt you to validate the company if it is not registered in our database; click **OK** to proceed.

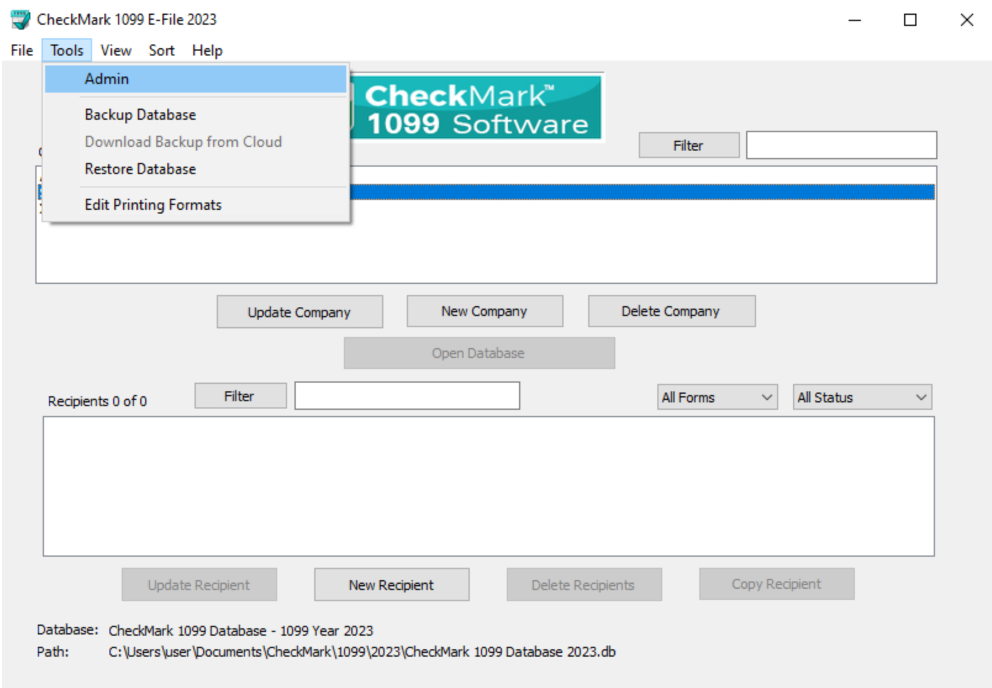


Chapter 4 Set Up

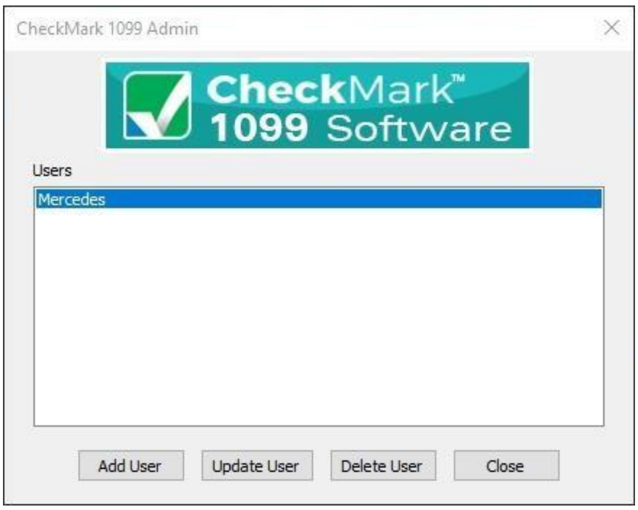
Setting up Users and Passwords

IMPORTANT: Although not required, it is recommended you set up a password to protect your private information.

1. Click on the **Tools** menu in the upper left hand corner of the screen and select **Admin**.



2. To create a new user, click the **Add User** button.

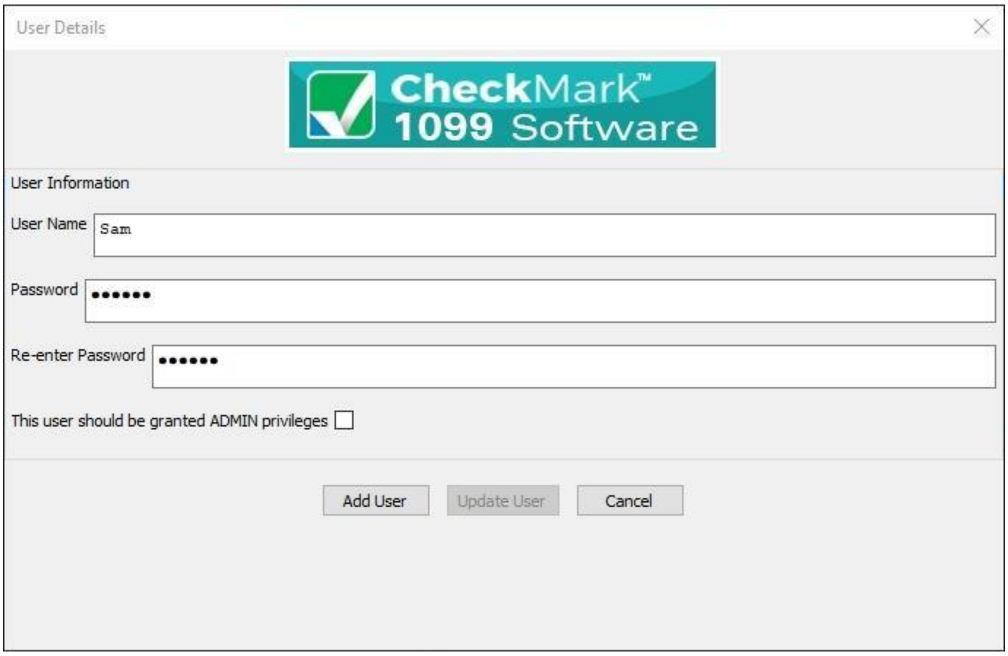


3. Enter the **Name** and **Password**.

   Note: The Name and Password are case sensitive.

4. Click the checkbox for **This user should be granted ADMIN privileges** if you want this user to be able to add, update or delete other users.

   IMPORTANT: The first user set up will have **Admin** privileges. You cannot delete or change this user's **ADMIN** privileges until another user with Admin privileges is created. Users with **ADMIN** privileges can add/delete/update other users, Backup and Restore the database and Check for updates.



5. Click the Add User button to save.

Updating Users

1. Click on the Tools menu in the upper left hand corner of the screen and select **Admin**.
2. Highlight the user you want to update from the list.
3. Click the **Update User** button.
4. Make the necessary changes and click the **Update User** button to save.

Deleting Users

1. Click on the Tools menu in the upper left hand corner of the screen and select **Admin**.
2. Highlight the user you want to delete from the list.
3. Click the **Delete User** button.
4. In the popup window, verify that the correct user name is selected and click the **Confirm Delete** button.

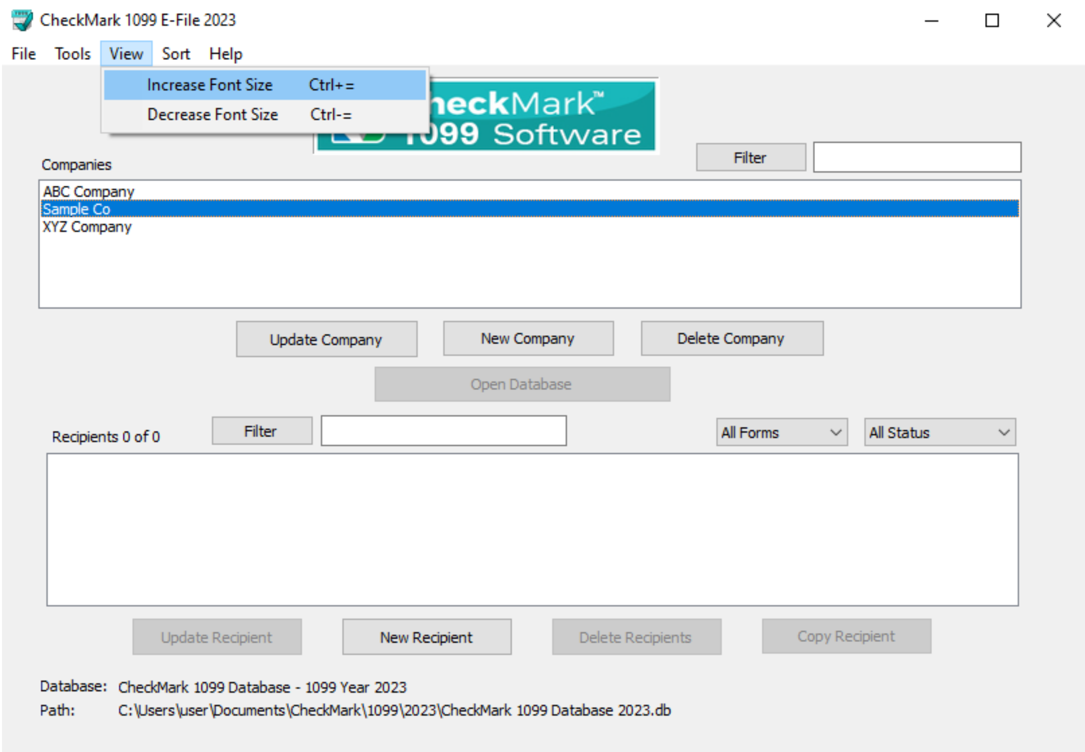
Note: If you delete all users, the software will not prompt for a password upon launching the program.

Setting Screen Font Size

This setting allows you to customize how big or small you want the font on the screen in the program. There are five settings to choose from: **Smallest Font, Small Font, Medium Font, Large Font, And Largest Font.**

Selecting Font Size

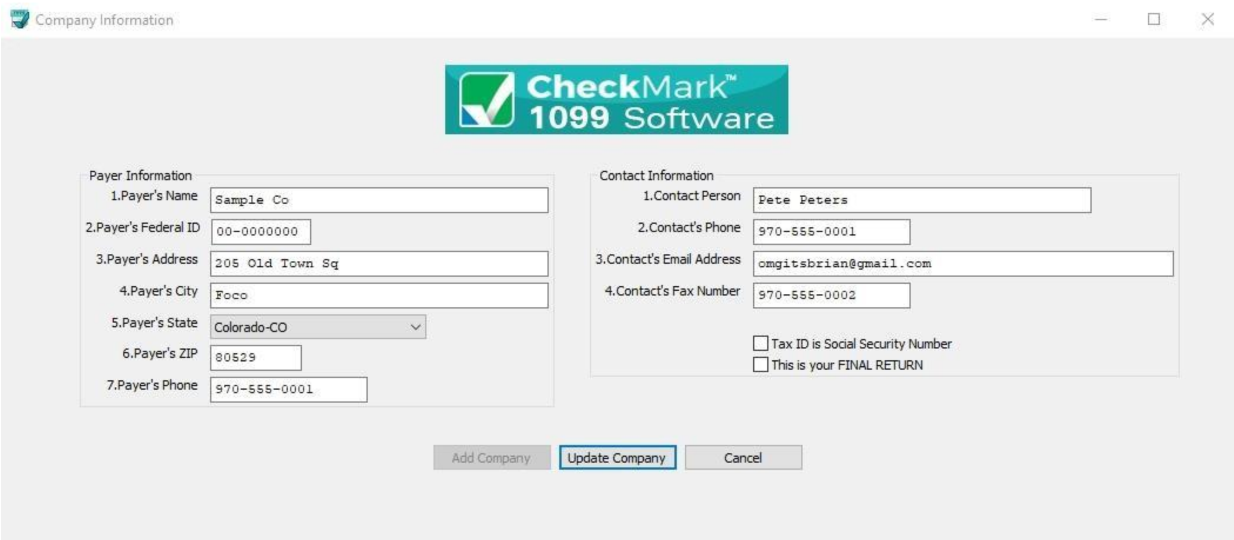
1. Click on the Font Sizes menu at the top of the screen.
2. Select which font you want to use. You can choose any font at anytime from the main screen window.



Adjusting Screen Size

You can adjust the size of each screen to maximize or minimize your viewing area.

To increase or decrease the size of any screen, simply click and hold the mouse button on the lower right hand corner of any screen and drag the corner to the desired position.

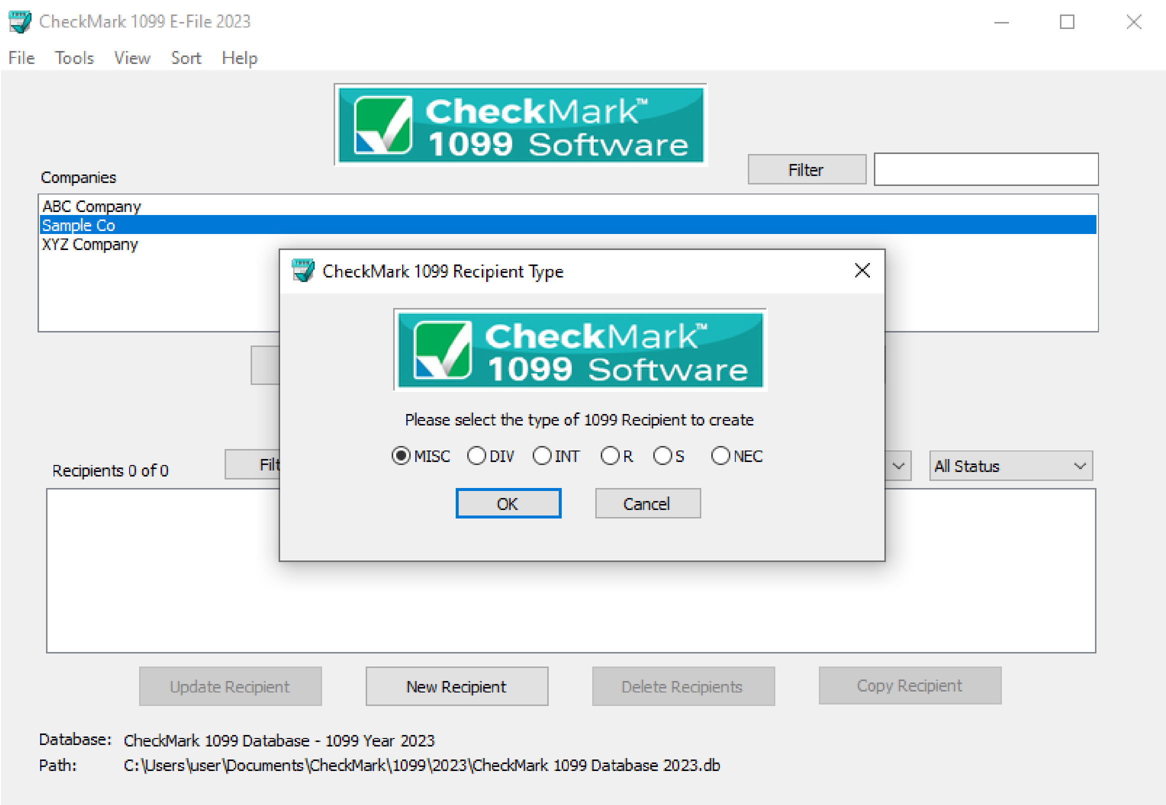


Chapter 5 Setting up Recipients

This chapter explains how to setup new Recipients for each company.

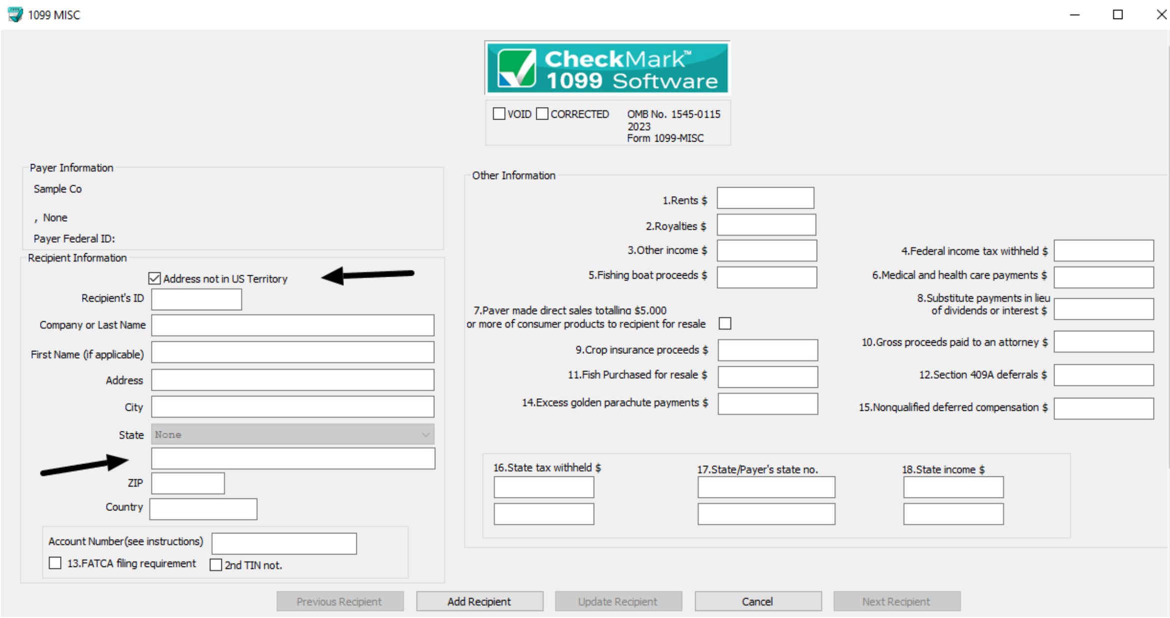
Creating New Recipient

1. Open the Database that contains the company to which you want to add recipients. If no Database exists you must first create one. See Create New Database.
2. Select a Company from the list. If no Companies are listed, you must first set up a company before adding recipients. For information on setting up a new company, see Creating a New Company.
3. Click the **New Recipient** button.



The list of fields for the new recipient corresponds to the same fields found on the 1099 forms

4. Choose which type of 1099 form this recipient should receive and click **OK**.



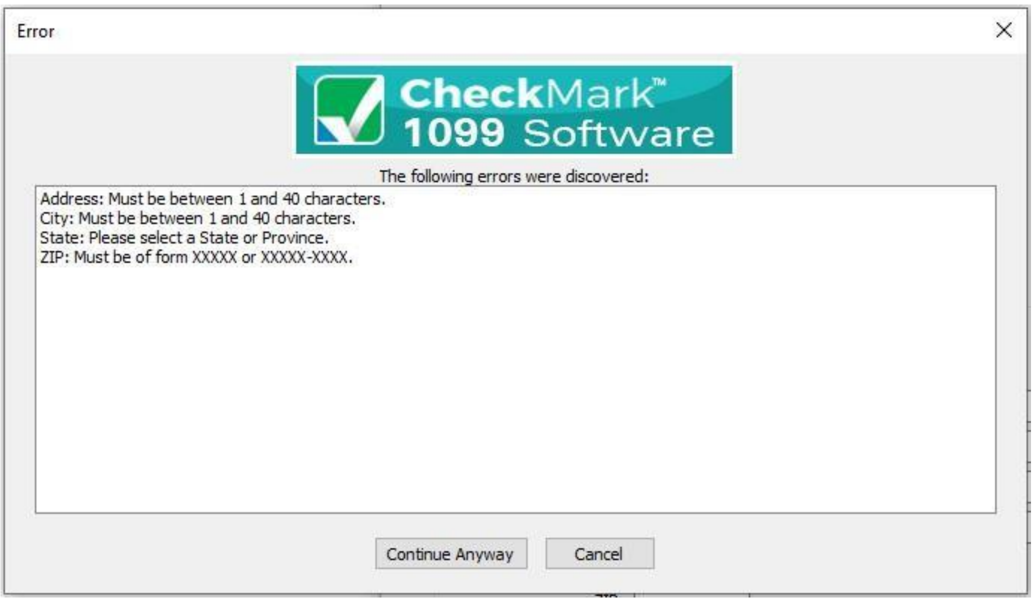
5. Enter the **Recipient's ID** along with the **Recipient's Information**.

   If the address is not within the United States, select the 'Address not in US territory' checkbox. This action will enable a text box below the state drop-down for entering relevant details. When the 'Address not tax in US territory' checkbox is selected, the state drop-down will be automatically disabled.

6. Fill in any fields that are applicable for the recipient.

7. Click the **Add Recipient** button to save the information.

   If any information is invalid, a popup window will open explaining which fields have errors.

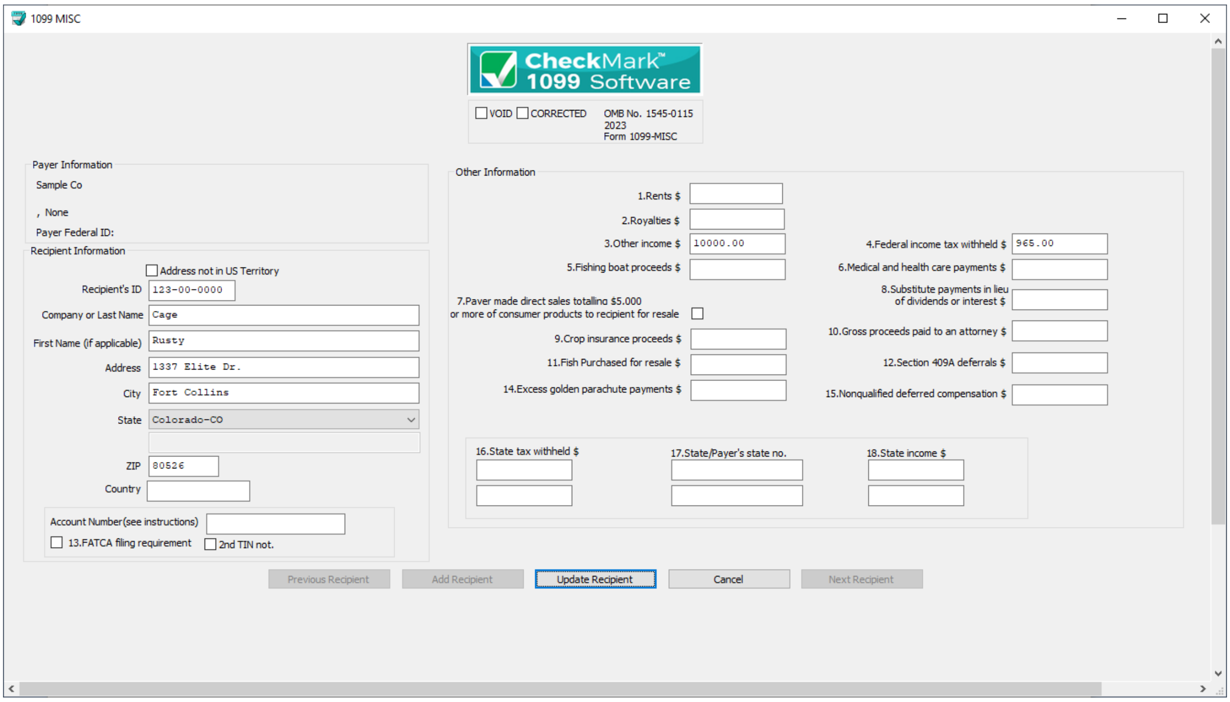


Press **Cancel** to go back to the set up screen to correct any errors, or **Continue Anyway** to save the recipient information.

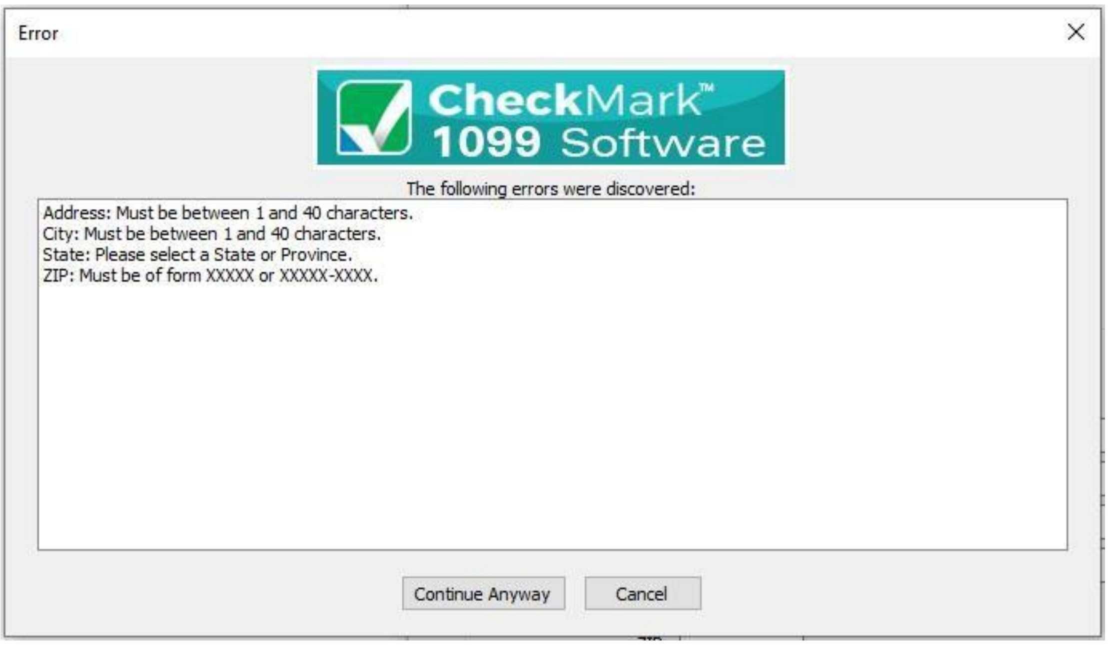
NOTE: If any field has an invalid entry, once you return to the Recipient set up screen, that field name will show up in "Red". In addition, some fields will not save the invalid information and remain empty. For more information on validated information, see "Validated Status" on page 53.

Updating an Existing Recipient

1. Select the company that contains the recipient(s) you wish to update.
2. Highlight the recipient in the list you wish to update and click **Update Recipient** button.
3. After all changes have been made to the **Recipient Information**, click **Update Recipient** button to save changes.



If any information is incorrect, a popup window will open explaining which fields have errors.



Press **Cancel** to go back to the set up screen to correct any errors, or **Continue Anyway** to save the recipient information.

NOTE: If any field has an invalid entry, once you return to the Recipient set up screen, that field name will show up in "Red". In addition, some fields will not save the invalid information and remain empty. For more information on validated information, see "Validated Status" on page 53.

Voided Recipient

If a 1099 is incorrectly filed, or included in a filing, that was incorrectly filed, you can resubmit the 1099 as a Voided copy to void the original 1099 to the IRS. Please read the IRS Instructions on how to file this.

1. Select the recipient from the list and click **Update Recipient** button
2. Click the **Void** check box at the top of the screen.

   If the recipient's Status is already considered Printed and/or Completed, you'll receive a pop up window asking if you would like to change the status back to Not Printed and/or Not Completed. For information on what the different Statuses mean, see Status.

3. Mark the corresponding checkbox next to "**NOT Printed**' and/or "**NOT Complete**" if you want to change the status and click the **Save and Continue** button. If you do not want to change the status, click the **Cancel** button. If you do not select either checkbox, you can still click the **Save and Continue** button to save any updated recipient information without changing their status.

   If you initially printed the form, reprint another 1099 with the updated **Void** status and submit that form to the IRS with a new 1096 form for instructions on printing 1099 forms, see Printing 1099s for Recipients.

   If you initially e-filed, create a new .txt file with that recipient and updated **Void** information and submit it to the IRS. For information on e-Filing, see Creating a file to e-File.

Corrected Recipient

If a 1099 is filed, or included in a filing, with incorrect information, a Corrected 1099 must be filed with the IRS.

1. Select the recipient from the list and click the **Update Recipient** button.
2. Click the **Corrected** check box at the top of the screen, update any information and click the **Update Recipient** button to save.

If the recipient's Status is already considered Printed and/or Completed, you'll receive a pop up window asking if you would like to change the status back to Not Printed And/or Not Completed. For information on what the different Statuses mean, see Status.

3. Mark the corresponding checkbox next to "**NOT Printed**' and/or "**NOT Complete**" if you want to change the status and click the **Save and Continue** button. If you do not want to change the status, click the **Cancel** button. If you do not select either checkbox, you can still click the **Save and Continue** button to save any updated recipient information without changing their status.

   If you initially printed the form, reprint another 1099 with the updated **Corrected** status and submit that form to the IRS with a new 1096. for instructions on printing 1099 forms, see Printing 1099s for Recipients.

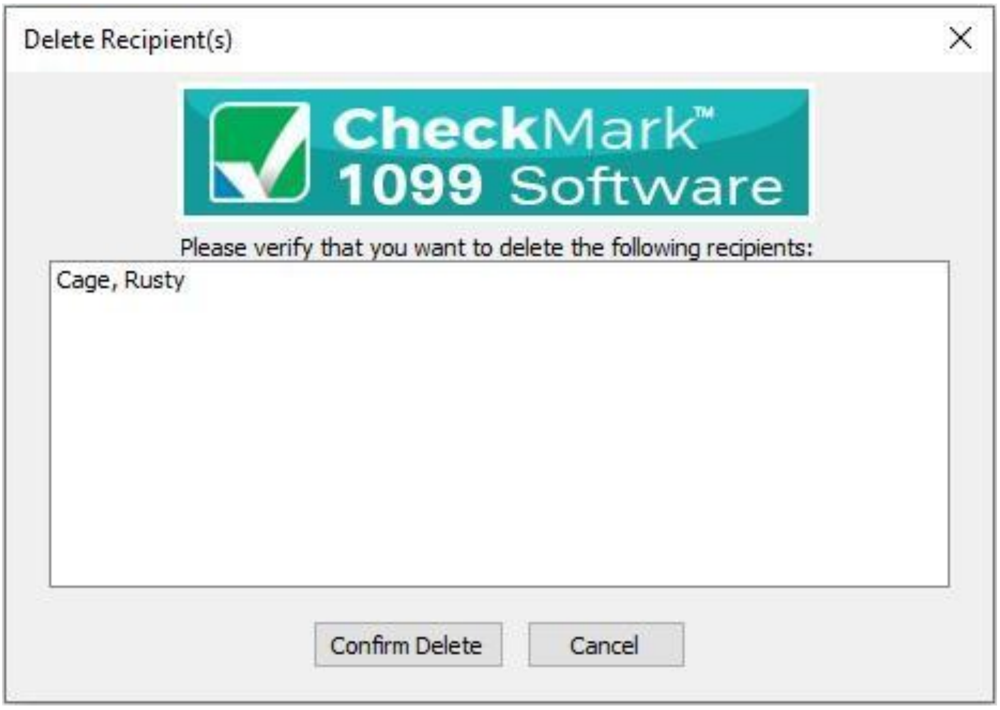
   If you initially e-Filed, create a new .txt file with that recipient and updated Corrected information and submit it to the IRS. For information on e-Filing, see Creating a file to e-File.

Deleting a Recipient

1. Select the company that contains the recipient(s) you wish to delete
2. Highlight the recipient in the list you wish to delete.

   If you want to delete more than one recipient, you can highlight multiple recipients at once.

   See Selecting Multiple Recipients.
3. Click **Delete Recipient** button.
4. A pop-up window appears to confirm that these are the recipients you want to delete.



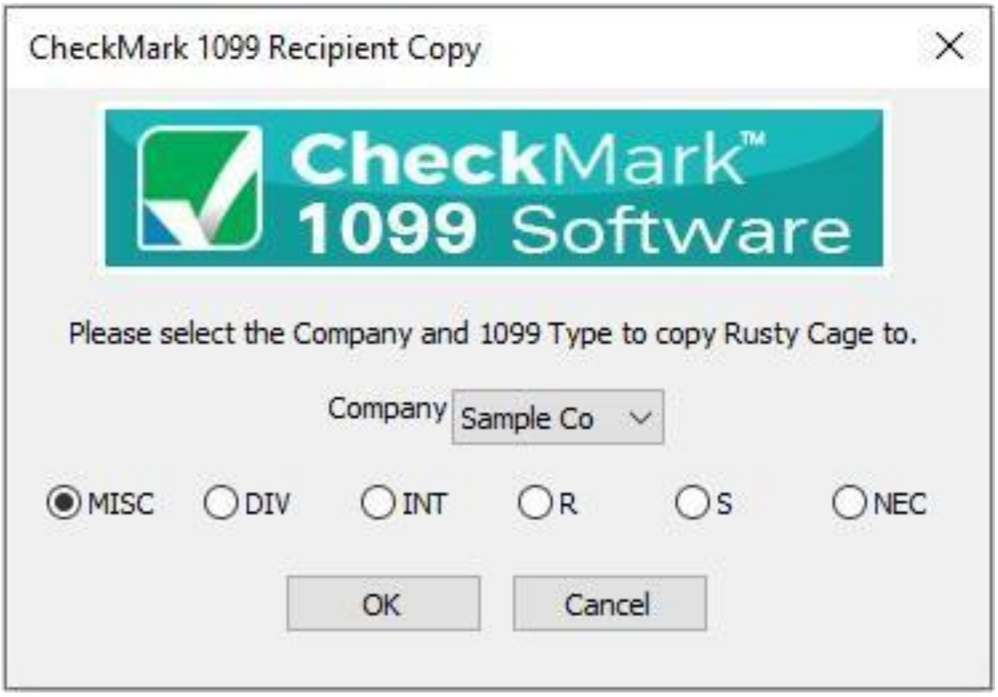
5. Click **Confirm Delete** to complete the process.

Copy Recipient

If you have a recipient that needs to be included in multiple companies or requires different types of 1099 forms, you can easily copy that person's set up information and add them either under a new company and/or with a different type of 1099 form.

1. Select the company that contains the recipient(s) you wish to copy.
2. Highlight the recipient in the list you wish to copy.

3. Click the Copy Recipient button.
4. A pop-up window appears. Select which company and which type of 1099 form this recipient should be copied as.



5. Click **OK** to copy the recipient.

Filtering Recipients

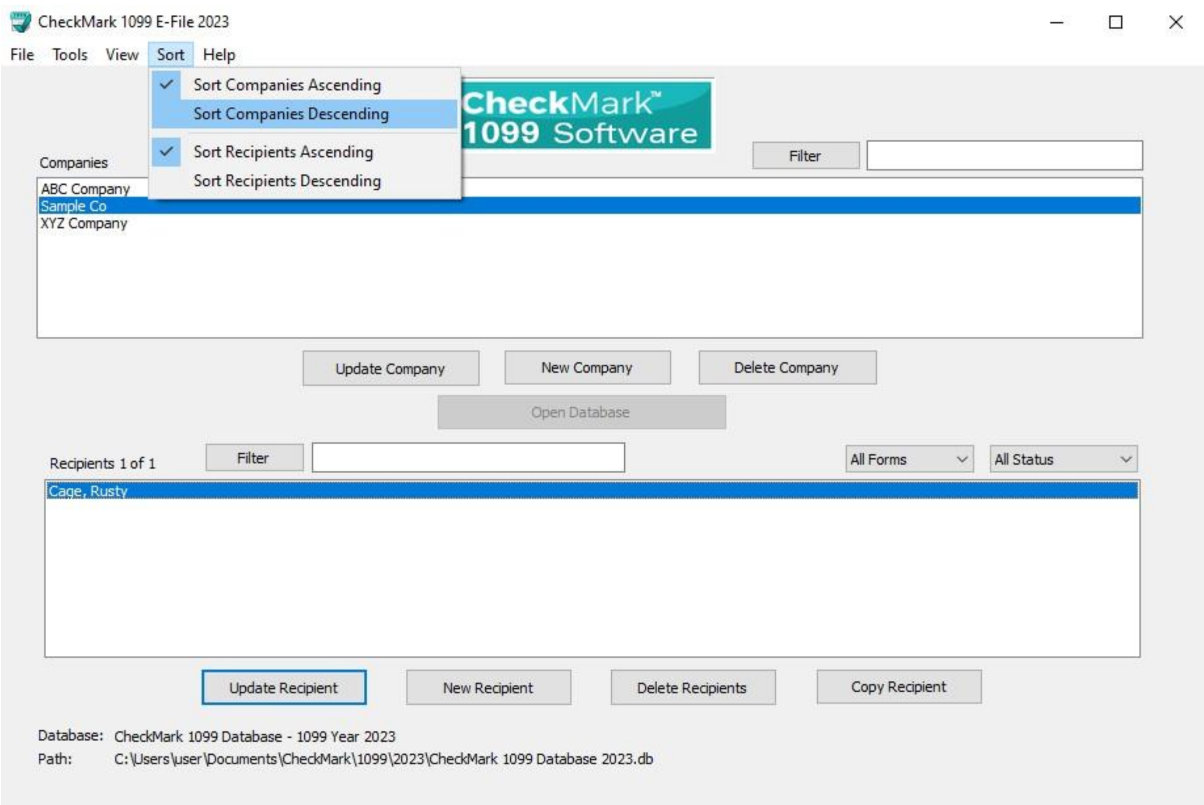
You can use the Filter button to search for certain recipients in the list. To find a particular recipient, enter all or part of the name into the Filter box area above the recipients section and click the Filter button. The Filter will search for any recipients that contain those variables.

You can also use an asterisk (*) to help sort groups. For instance, if you enter the first letter and then an asterisk, ex: N*, you will receive all recipients that start with the letter "N".

IMPORTANT: When filtering, make sure you choose the appropriate form you want to search in. If filtering from **All Forms**, recipients will be searched from the entire company. If however, you choose **DIV Forms** for example and filter certain variables, only those recipients set up as receiving a **1099-DIV** will be displayed in the results.

Sort Recipients

You can sort recipients by Ascending or Descending order. To select which type of sort to use, go under the Sort menu at the top of the screen and choose either **Sort Recipients Ascending** or **Sort Recipients Descending**.

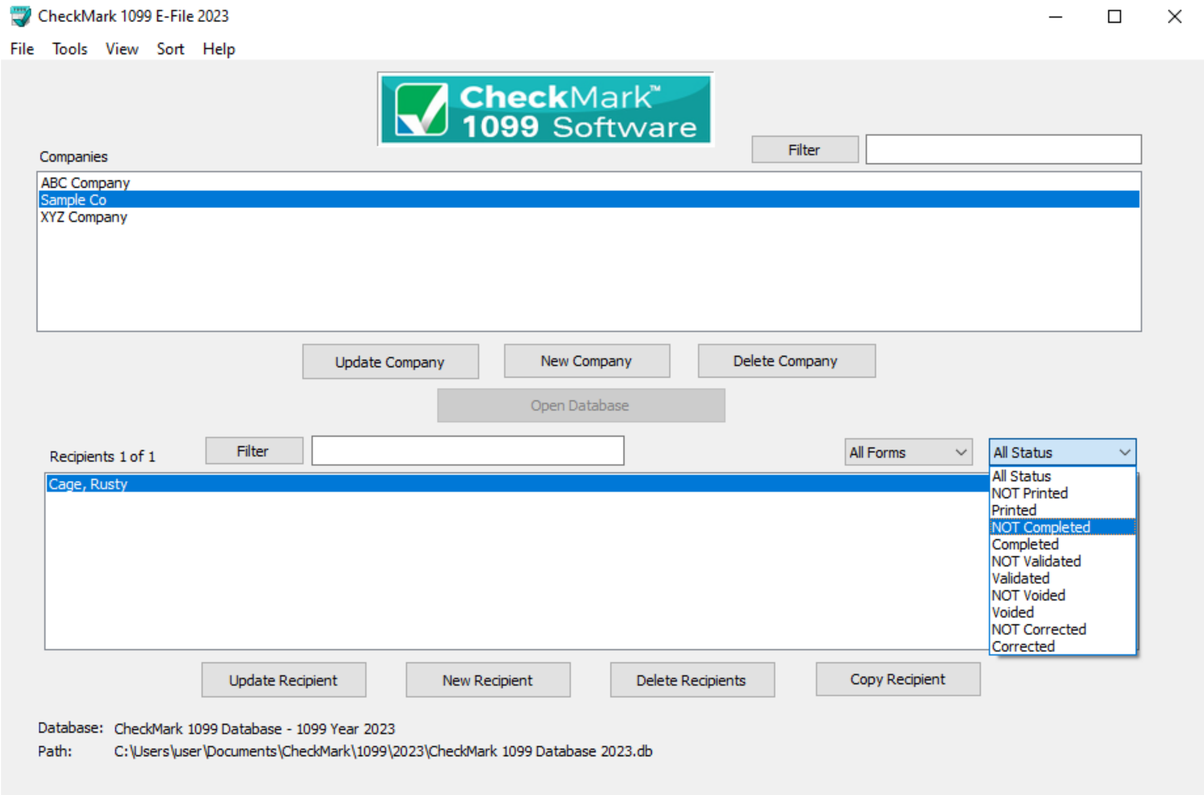


Status

The Status drop down menu has certain statuses that are categorized based upon their setup and completion of being printed. You can sort using the different options to see which employees or vendors have been **Printed**, **Completed**, **Validated**, **Voided**, or **Corrected**.

Recipients can be in multiple statuses at the same time; however you can only sort by one status at a time.

NOTE: Before choosing a Status, select a company from the list.



Printed Status

You can easily sort using this status to see which recipients still need the form 1099 printed.

You can select either **Printed** or **Not Printed** status to sort for recipients by whether or not you have printed a 1099 for them. Once you select the **Print Forms for Recipient** command from the **File** menu, that recipient will automatically be moved to the **Printed** status from the **NOT Printed** status.

Completed Status

You can use the **Completed** status to indicate which recipients have or have not been printed or e-Filed this form 1099 for employer related copies.

Once you select the **Print forms for Filing** option under the **File** menu, recipients listed under **NOT Completed** will be moved to the **Completed** status.

Validated Status

Sorting by **Validated** or **NOT Validated** helps you easily determine if there is any recipient that is not set up correctly. In the recipient screen, certain fields require specific characters, numbers, etc. to be accepted upon filing.

Select **Validated** to see which recipients are ready to be filed. Select **NOT Validated** to see any recipients that have set up criteria which is incorrect for filing purposes. Once you have sorted by **NOT Validated**, select a recipient and click on the **Update Recipient** button to view the set up and make necessary changes. Fields marked in "**RED**" do not meet the requirements for filing and corrections should be made.

Voided Status

In the Recipient set up screen, there is a checkbox at the top of the screen for **Void**. If you filed a 1099 for a recipient that was unintended, you can mark **Void** to resent the 1099 for that recipient as a void status.

Choosing a **Voided** status will list all recipients marked **Void** in the Recipient set up screen. All other recipients that are not marked Void in the recipient set up screen are listed as **NOT Voided** for a status.

Corrected Status

In the Recipient set up screen, there is a checkbox at the top of the screen for Corrected. If you filed an incorrect 1099 and need to resubmit a new 1099 with updated information, select the Corrected checkbox in the recipients set up screen before submitting the new 1099 information.

The **Corrected** status indicates all recipients who are marked as **Corrected** in the recipient set up screen. All other recipients will be listed as **Not Corrected**.

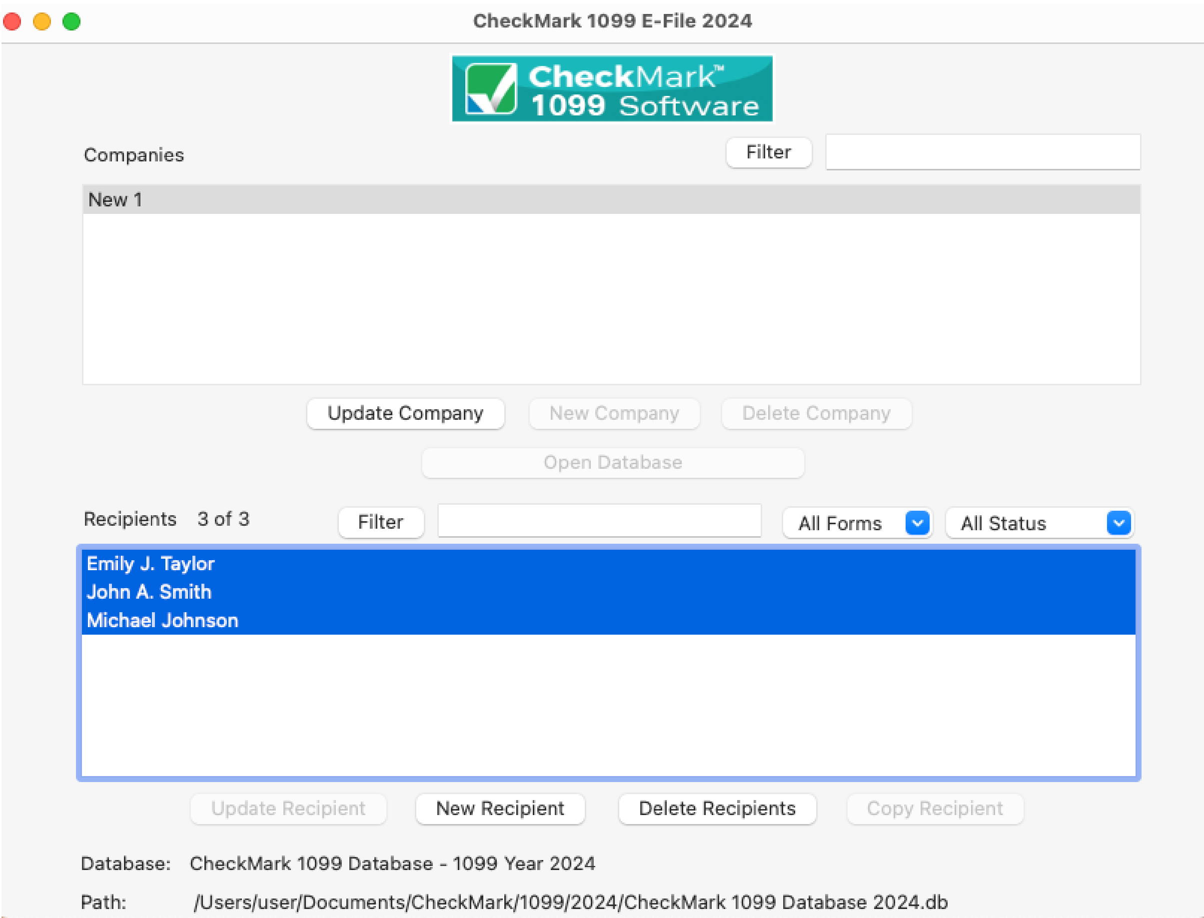
Selecting Multiple Recipients

Consecutive Selection

Windows: You can select multiple recipients by clicking the first recipient while holding down the mouse and moving the mouse down through the list

You can also click the first recipient, hold down the 'SHIFT' key on the keyboard and then click on the last recipient you want in the list.

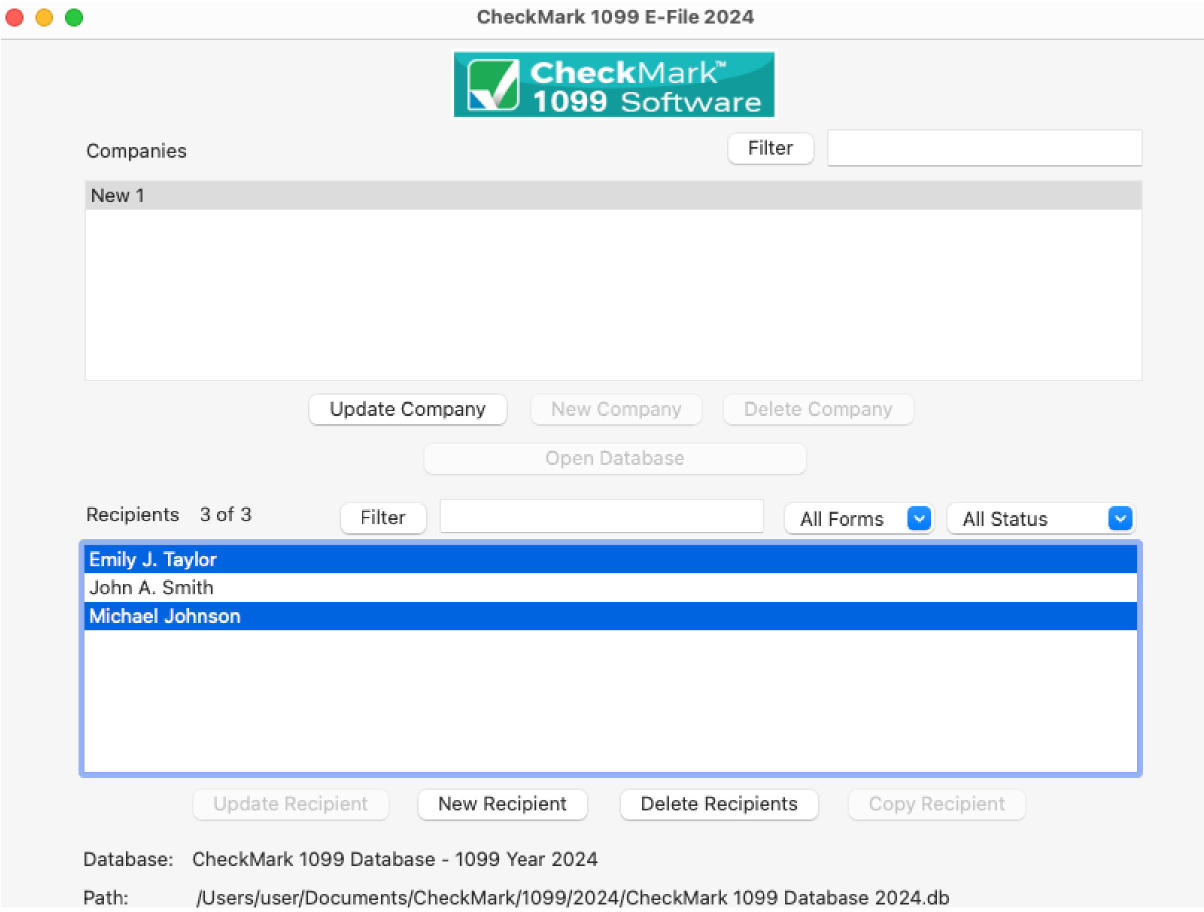
Macintosh: Click on the first recipient you want in the list, hold down the 'SHIFT' key on the keyboard and then click on the last recipient you want in the list.



Non-Consecutive Selection

Windows: To select specific recipients as a group, click on the first recipient you want, hold down the 'CTRL' key on the keyboard and click on any other recipients you want to include.

Macintosh: To select specific recipients as a group, click on the first recipient you want, hold down the '**COMMAND**' key on the keyboard (also known as the Apple key) and click any other recipients you want to include.



Chapter 6 Exporting and Importing

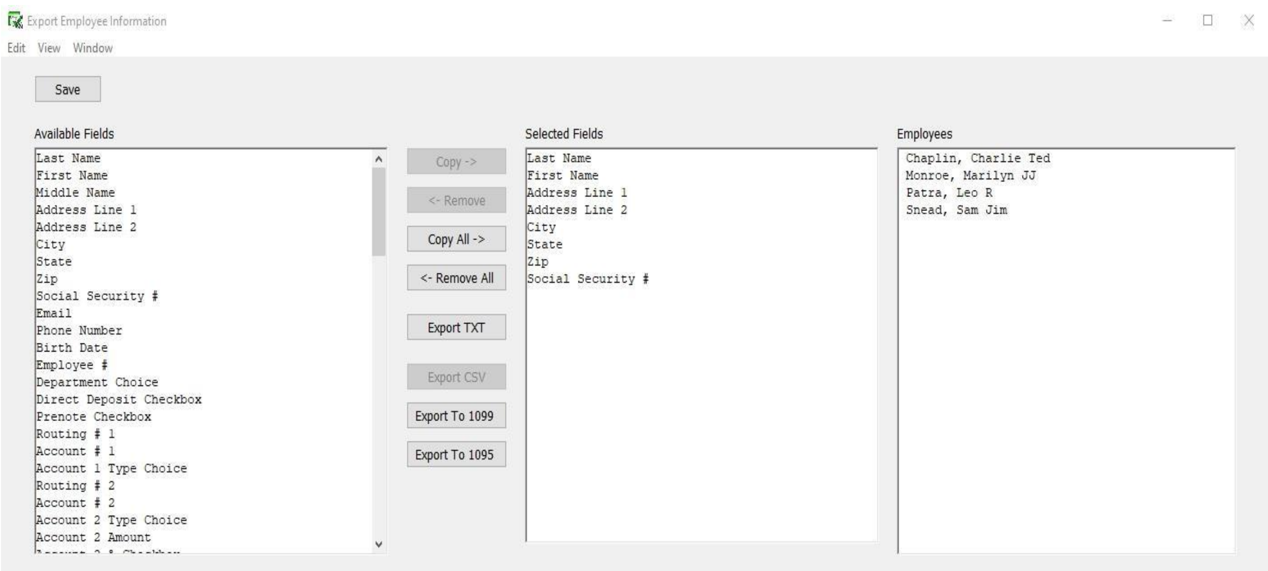
This chapter explains how to export employees and companies from CheckMark Payroll as well as vendors from CheckMark MultiLedger and how to import this information from CheckMark Payroll, MultiLedger or tab-delimited text file.

Exporting Recipients from CheckMark Payroll

1. Open up CheckMark Payroll, go under **File** menu and choose **Export Employees**.
2. Highlight which recipients you want to export from the list.

   Note: If the recipients to be imported are using different types of 1099 forms, you should create multiple export files for each type of form.

   Example: One export file for 1099 MISC, one file for 1099 INT, etc.
3. Click the **Export 1099** button. The **Selected Field** list will automatically populate with the correct available fields to import into the 1099 software.



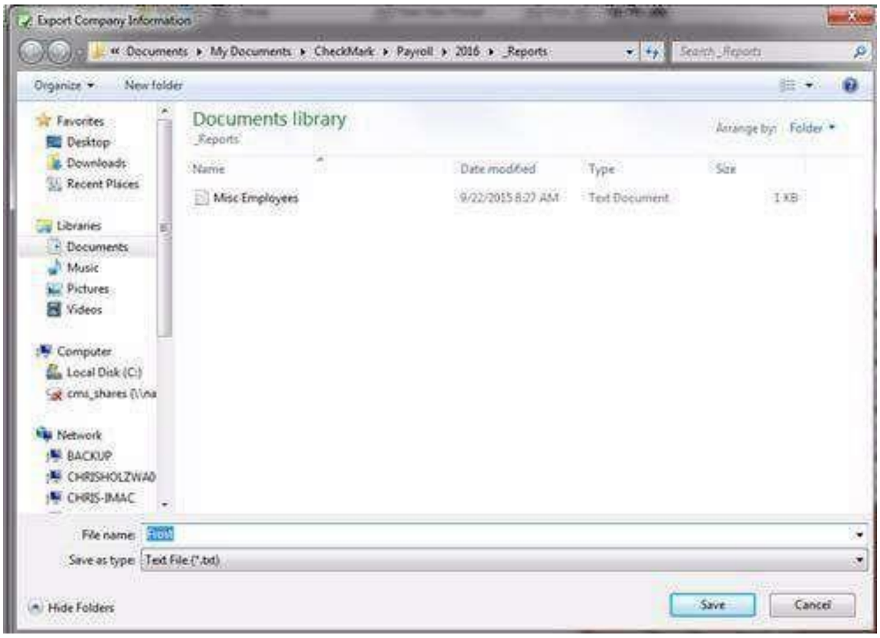
4. A **Save** dialogue box appears in the **File** name field, give the file a name if needed and choose a location to save the file to, an example would be your Desktop.
5. Click **Save**.

Exporting Companies from CheckMark Payroll

1. Open CheckMark Payroll, and then open the Company you wish to export.

2. Under the **File** menu select **Export Company to 1099**.

3. A **Save** dialogue box appears. In the **File** name field, give the file a name if needed and choose a location to save the file to, an example would be your Desktop.

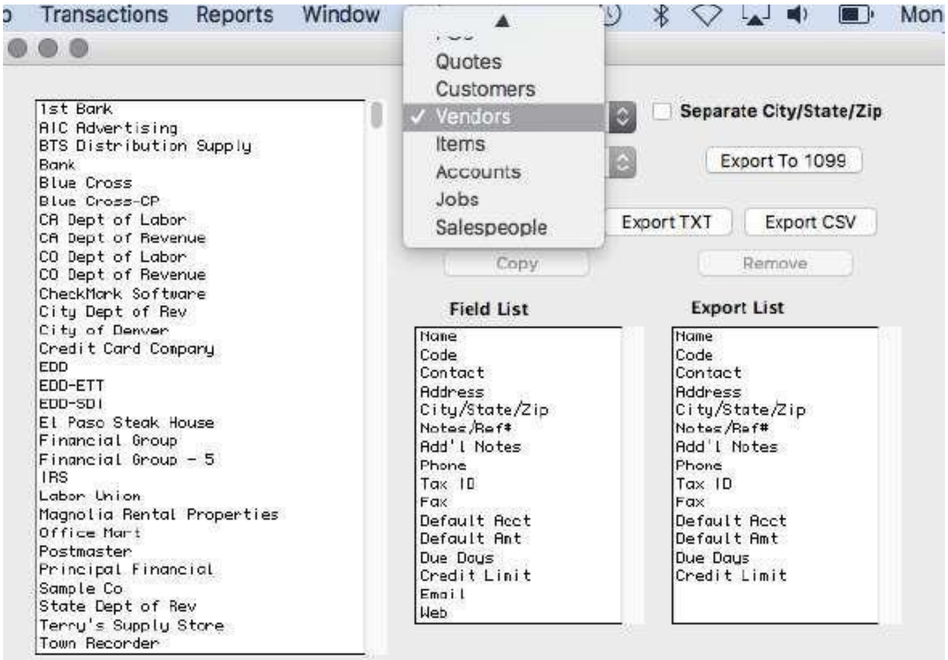


4. Click **Save**.

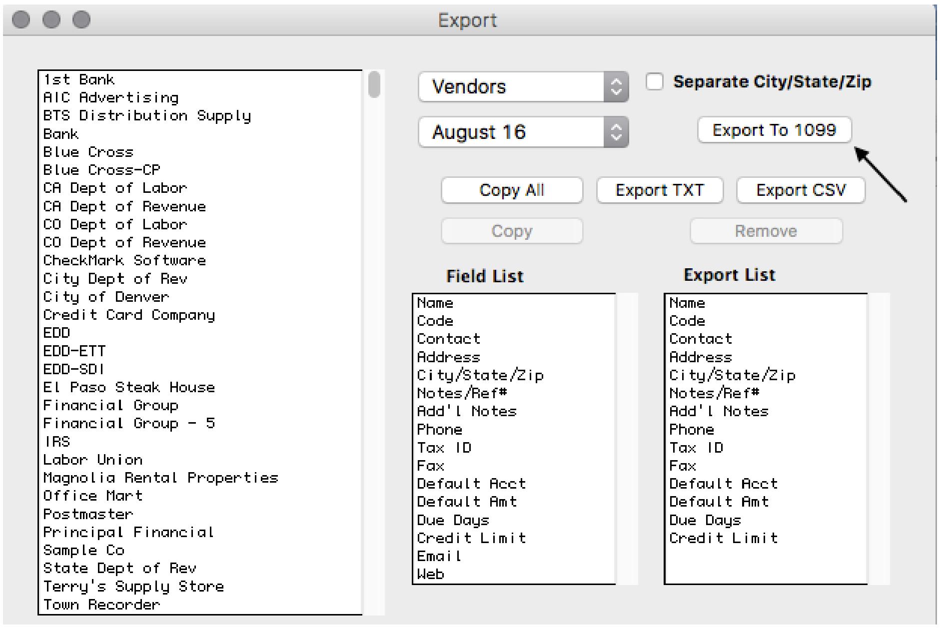
Exporting Recipients from MultiLedger

1. Open the MultiLedger software, under the File menu select **Export**...

2. Select **Vendors** from the drop-down menu at the top.



3. Make sure you select the correct period and click the **Export to 1099** button.



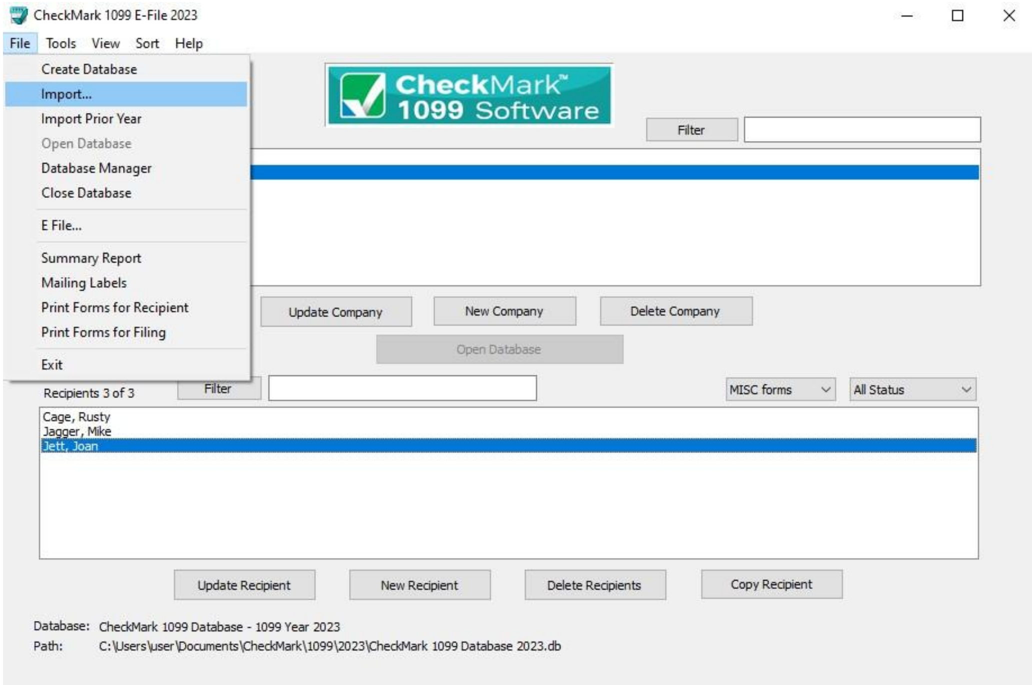
4. A Save dialogue box appears. In the **File** name field, give the file a name if needed and choose a location to save the file to, an example would be your desktop.

5. Click **Save**.

Importing Recipients from CheckMark Payroll and MultiLedger

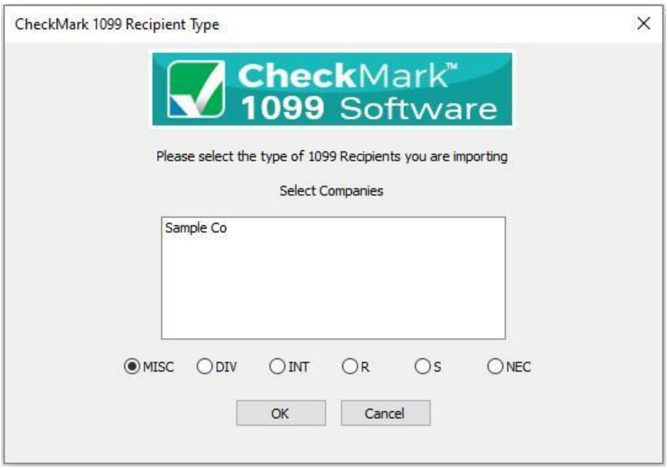
1. Open the CheckMark 1099 application.
2. Open the Database which contains the company you want to import into.

   Note: If the company you want to import recipients to does not exist, you will need to create a new company or import a company before importing recipients. For information on creating a new company or importing a company, see Creating a New Company or “Importing a Company” on page 47.
3. Under the **File** menu select **Import**...



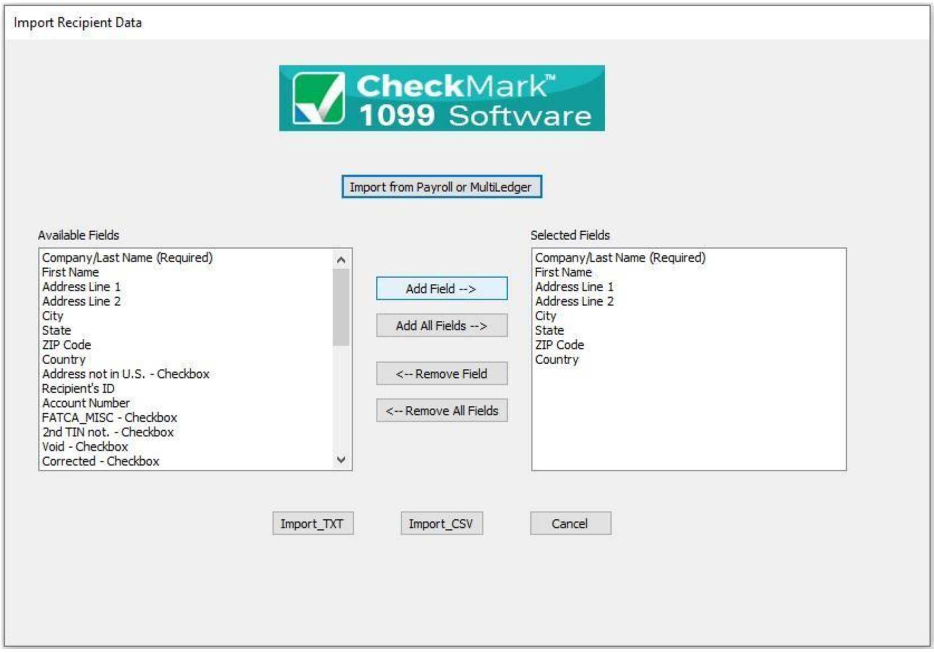
4. Select **Recipient** in the popup window.

5. In the popup window select which type of 1099 recipient(s) you are importing: MISC, DIV, INT, R, S, or NEC and which company you want to import the recipients to.



6. Click **OK.**

7. Click the Import from Payroll or MultiLedger button. The appropriate fields will automatically populate for you.



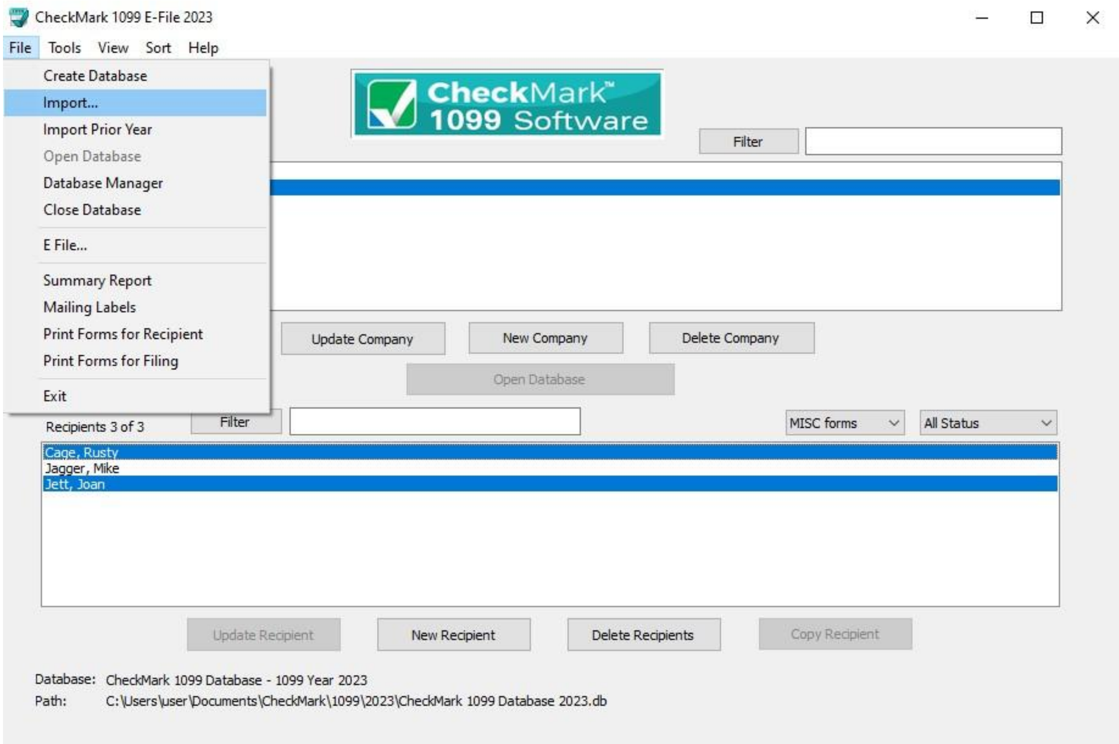
8. A Look in screen for Windows or choose the file to Import screen for Macintosh appears allowing you to browse to the location where you saved your text file from CheckMark Payroll or MultiLedger.

9. Select the text file and click Open. All recipients will be imported into the selected company.

Importing a Company from CheckMark Payroll

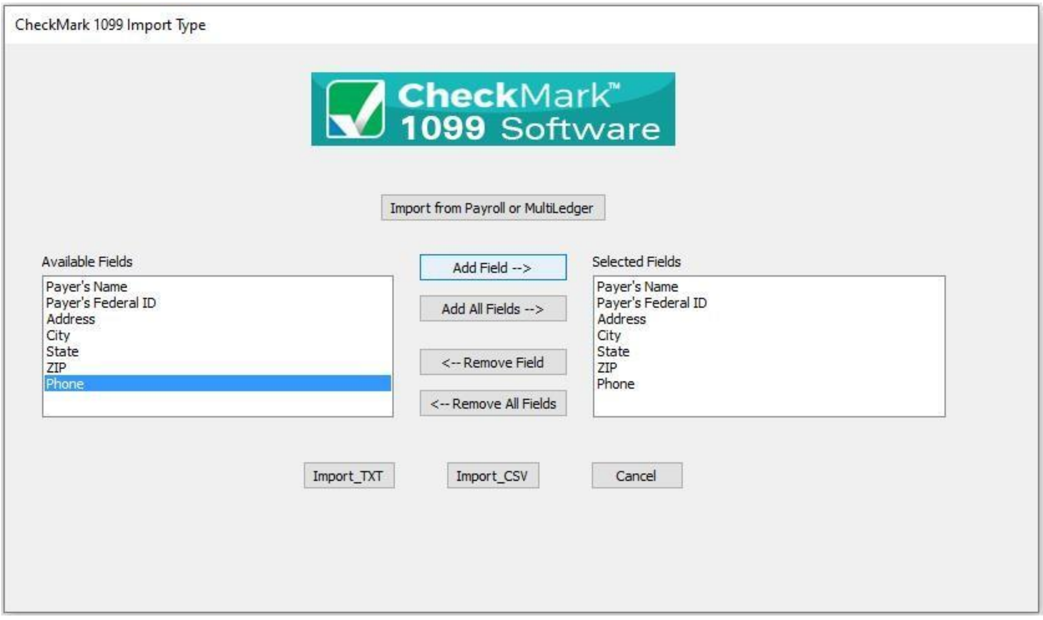
1. Open the CheckMark 1099 application.
2. Open the Database you want to import the company into.

   Note: If the database that you want to import recipients to does not exist, you will need to create a new database before importing. For information on creating a new database see “Creating a New Database” on page 9.
3. Under the **File** menu select **Import...**



4. Select **Company** in the popup window.

5. Click **OK**.
6. Click the **Import from Payroll** or **MultiLedger** button. The appropriate fields will automatically populate for you.

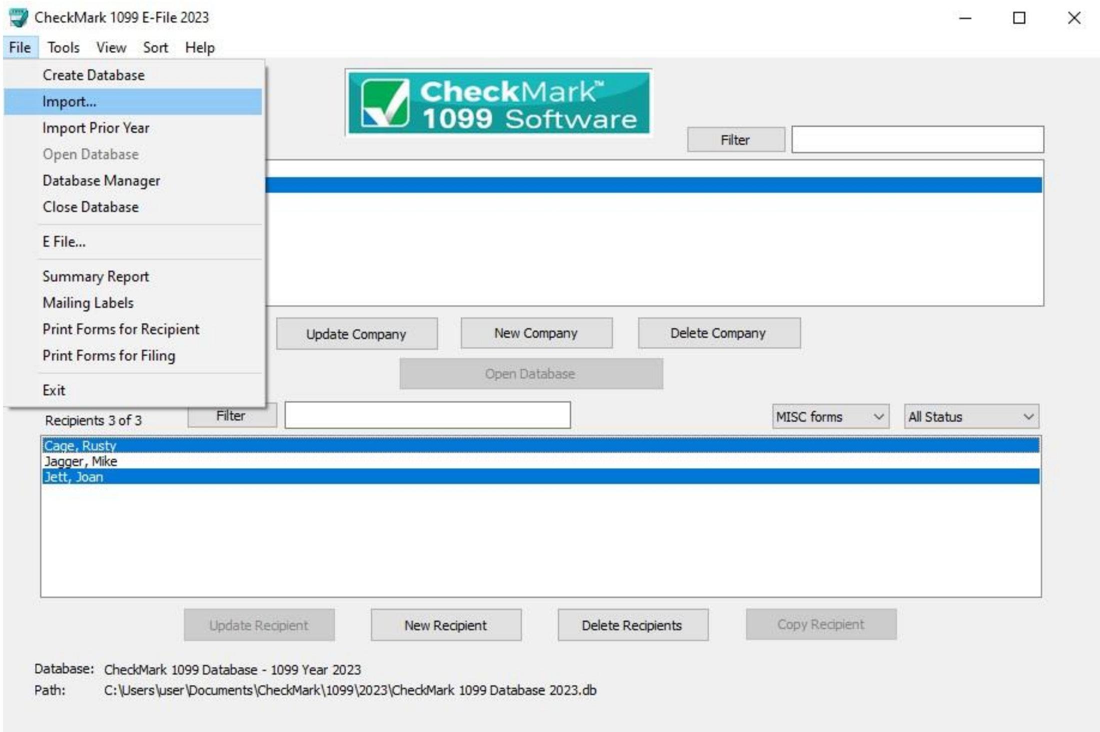


7. A Look in screen for Windows or choose the file to Import screen for Macintosh appears allowing you to browse to the location where you saved your text file from CheckMark Payroll.
8. Select the text file and click Open. All recipients will be imported into the selected company.

Importing using a tab-delimited text file

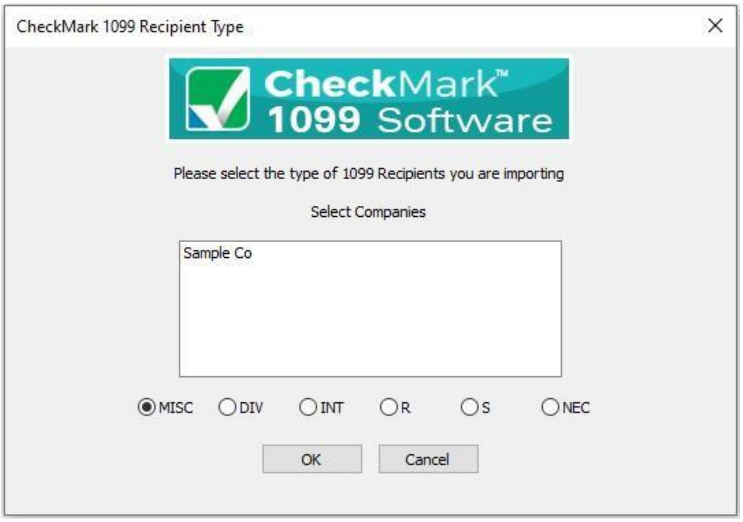
1. Open up the CheckMark 1099 application.
2. Open the Database which contains the company you want to import into.

   Note: If the company you want to import recipients to does not exist, you will need to create a new company or import a company before importing recipients. For information on creating a new company or importing a company, see Creating a New Company or “Importing a Company” on page 47.
3. Go under the **File** menu and select **Import**...

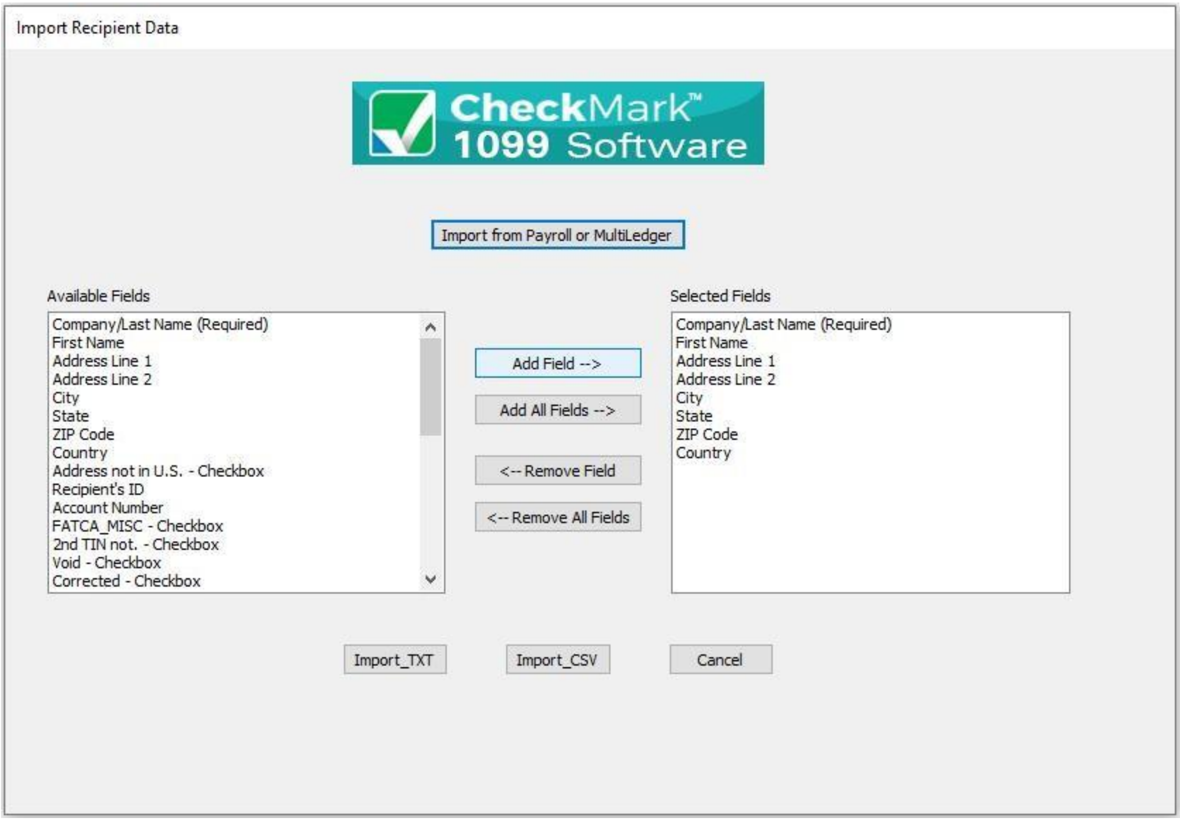


4. Select **Recipient** or **Company** in the popup window.

5. In the popup window select which type of 1099 recipient(s) you are importing: **MISC**, **DIV**, **INT**, **R**, **S**, or **NEC** and which company you want to import the recipients to.



6. The import screen allows you to select which fields are being imported. Select the fields in the same order as the text file you're importing. Click the **Import** button after you have added all fields to the **Selected Field list**.



7. A **Look in** screen for Windows or choose the file to Import screen for Macintosh screen appears allowing you to browse to the location where you saved your text file.
8. Select the text file and click Open. All recipients will be imported into the selected company.

Text File Format for Importing

CheckMark 1099 program uses a tab-delimited .txt file for importing Companies and the Recipients.

Each field is separated by a Tab with Return at the end of the record before starting the next recipient. An example of a text file to be imported is shown below and contains the Selected Fields: Company Name/Last Name (required), First Name, Address 1, Address 2, City, State, Zip, Recipients ID.

Power[tab]Max[tab]44 Main St[tab]Ste 101[tab]Fort Collins[tab]CO[tab]80525[tab]123- 45-6789[return]

- If any fields are not applicable, for instance the address 2 field, a space can be used as a place holder. For example:

Power[tab]Max[tab]44 Main ST[tab]”space”[tab]Fort Collins[tab]CO[tab]80525[tab]123- 45-6789[return]

- If no space is included, two consecutive [tabs] will also work. For example:

Power[tab]Max[tab]44 Main St[tab][tab]FortCollins[tab]CO[tab]80525[tab]123-45- 6789[return]

IMPORTANT: Make sure the items in the **Selected Fields** list are in the same order as the items in the text file being imported to ensure that all values are imported into the correct fields.

Chapter 7 Printing 1099 Forms

This chapter explains how to print 1099 forms for the company and each recipient.

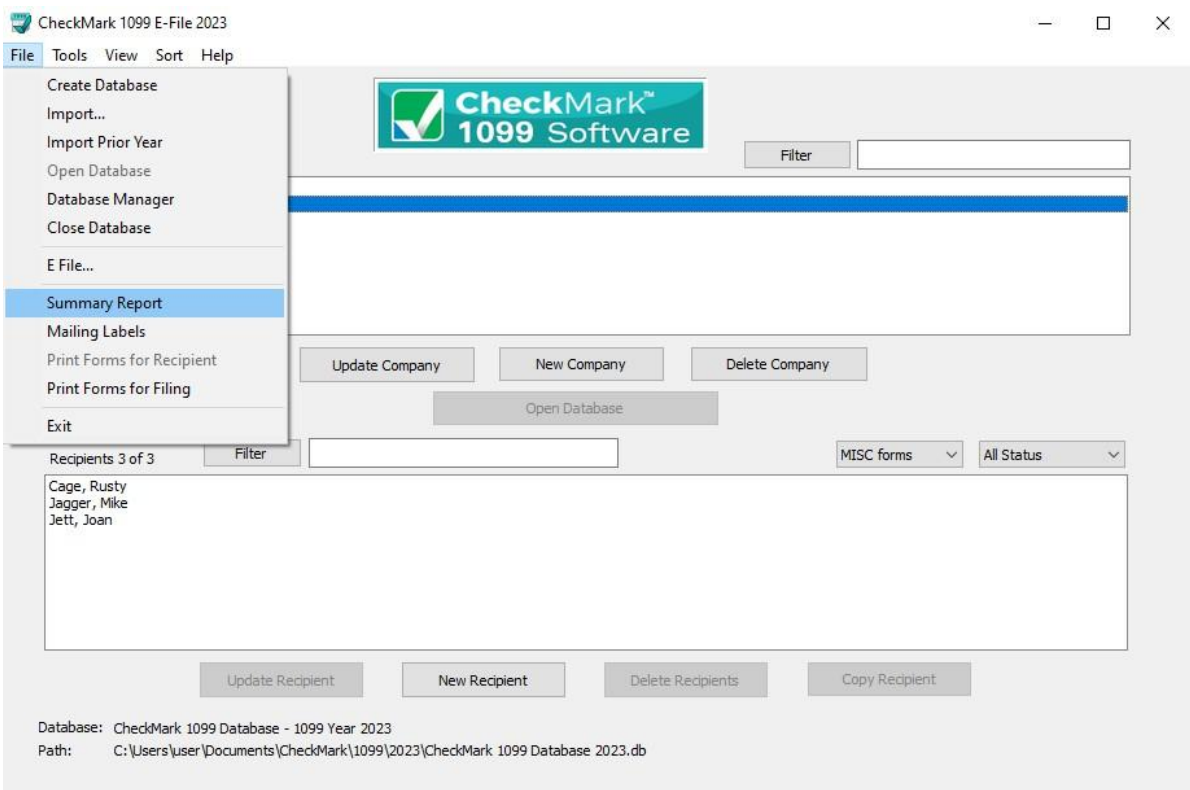
While CheckMark Inc. attempts to maintain up-to-date and accurate tax and form information, we cannot be responsible for changes or discrepancies in tax values and forms that are filed incorrectly.

IMPORTANT: You must install the latest version of Adobe Reader to print 1099 and 1096 forms properly. Go to www.adobe.com to download the latest update.

Summary Report

The 1099 Summary Report summarizes recipient payments by 1099 type. These totals can be compared to Box 5 on Form 1096. Use this report to verify the accuracy of your information before printing.

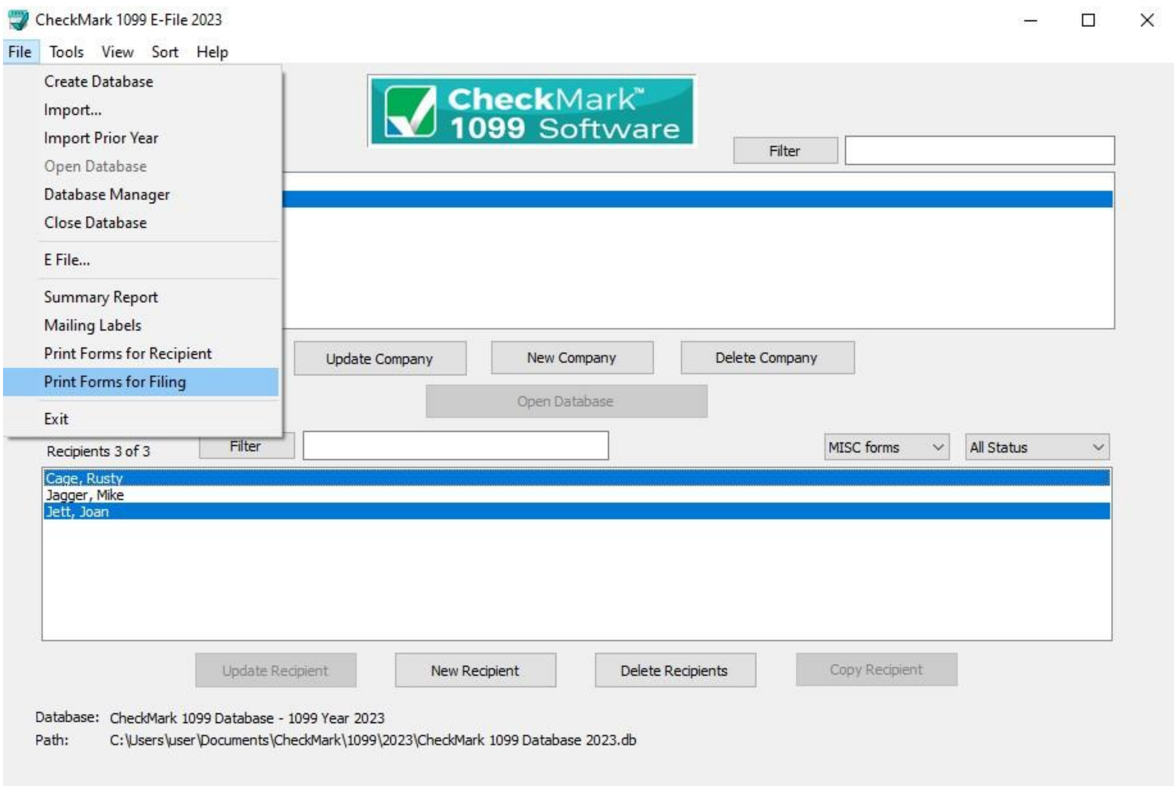
1. Go under **File**, select **Summary Report**. Click **Print**.



Print 1099 Forms and 1096 Form for Each Company

1. Select the company you wish to print 1099s and a 1096 form.
2. Select which type of 1099 form you want to print from the Forms drop down menu: **MISC**, **DIV**, **INT**, **R**, **S**, and **NEC**.
3. Select which recipient(s) in the list you would like to print forms for. If no recipients are selected, all recipients will be included.

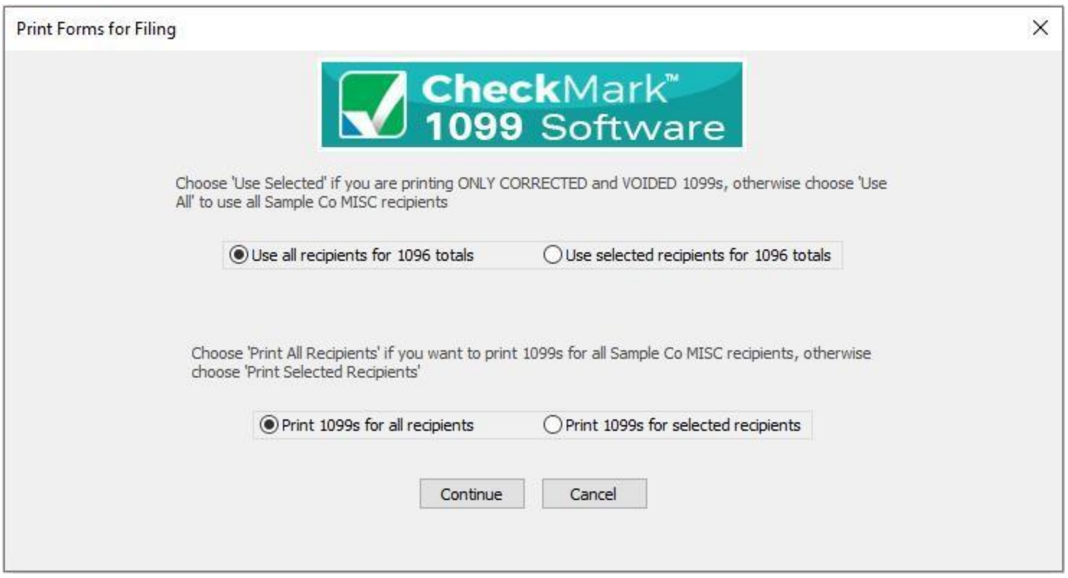
   Note: You can sort the recipients by using the Status drop down menu to group recipients by **Printed**, **Completed**, **Validated**, **Corrected**, and **Void**. For more information on using the Status drop down menu and what each Status means, see Status.
4. Under the **File** menu, select the **Print Forms for Filing** option.



5. A popup window appears.

The first section pertains to 1096 information. The default choice is to Use all recipients for 1096 totals for the selected company. If you are filing Corrected or Voided 1099s, then choose the Use selected recipients for 1096 totals option.

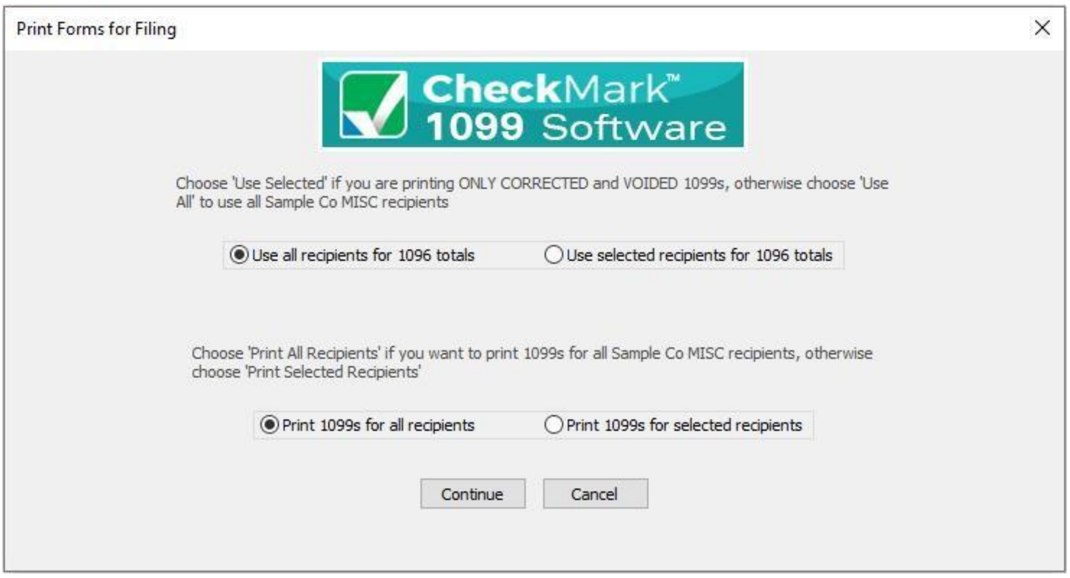
The second section of the screen pertains to 1099s. The default choice is to Print 1099s for all recipients. If you are filing Corrected or Voided 1099s and only want selected recipients to be included, choose the Print 1099s for selected recipients options.



<u>If printing 1099 MISC or INT Only**</u>**

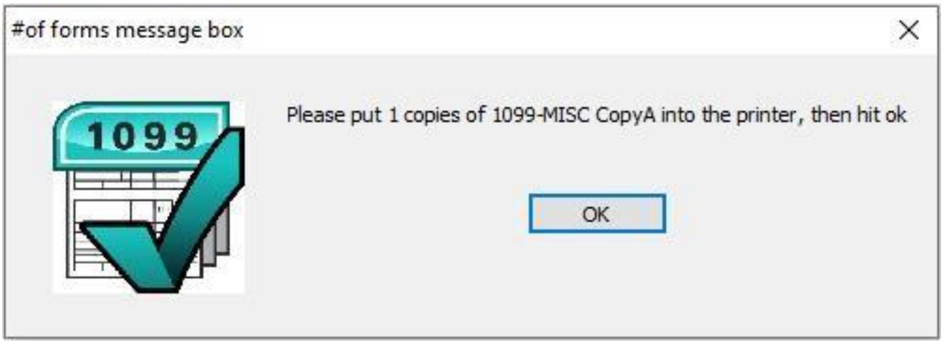
If you are printing 1099 **MISC** or **INT** forms, you'll be prompted to choose **I Sent 2-up forms to recipients** or **I sent 4-up forms to recipients**. Choose the **I sent 2-up forms to recipients** option if you plan on using 2-up pre-printed forms for all copies of 1099-MISC. If you plan on printing Copy B, Copy 2 and Copy C for the recipient on blank paper, you can select **I sent 4-up forms to recipients**. After making your selection, click **OK**.

Note: When opted NEC forms you'll be prompted to choose I sent 3-up forms to recipients.



Note: If you have not selected any recipients for the company selected, all recipients will be printed.

6. A message box will open telling which form to load in the printer and how many. Click OK after you have loaded the correct forms in your printer. Do this for each message box that appears.

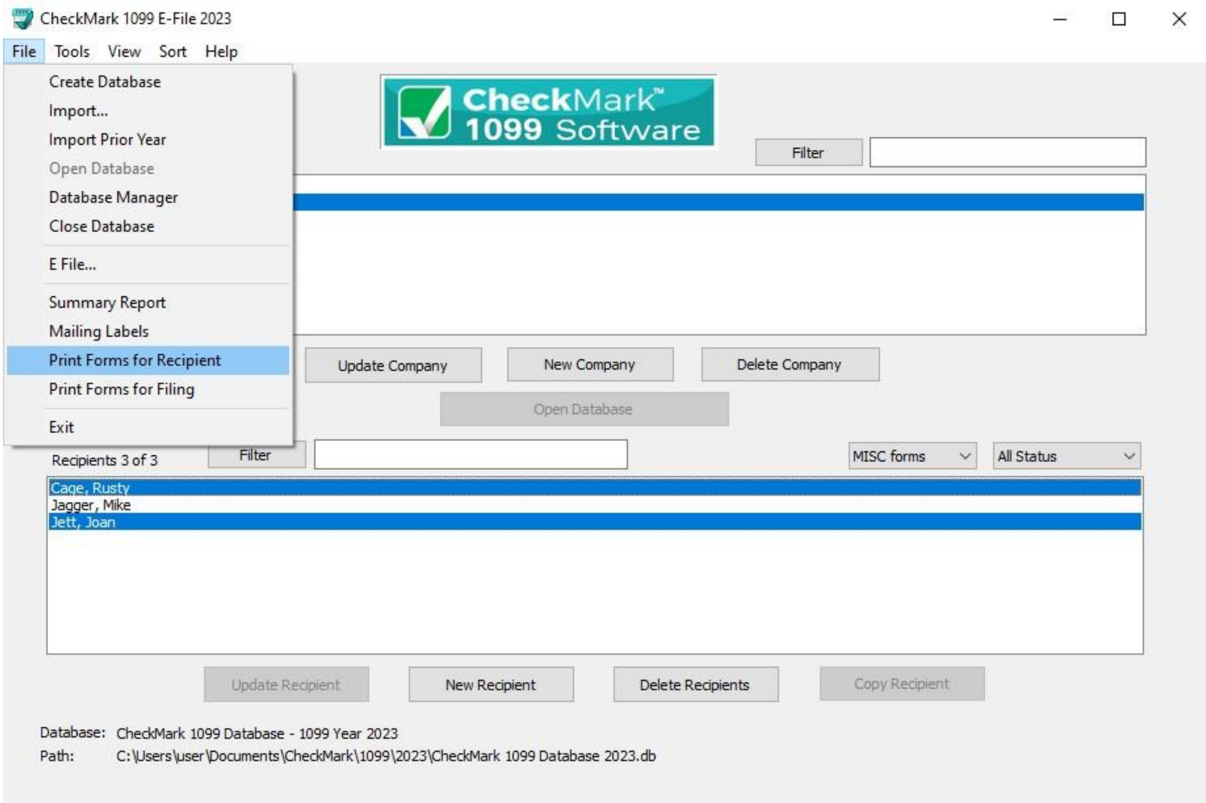


Printing 1099s for Recipients

1. Select the company you wish to print 1099 forms for.
2. Select which type of 1099 form you wish to print from the Forms drop down menu: **MISC**, **DIV**, **INT**, **R**, **S** or **NEC**.

   Note: Recipients shown will be for the type of 1099 form that is selected. You can choose **SHOW ALL** to show all recipients, but you must select a specific 1099 form from the drop down list to be able to print.
3. Select which recipient(s) in the list you wish to print 1099s for.

   Note: You can sort the recipients by Status drop down menu to group recipients as **Printed**, **Completed**, **Validated**, **Corrected** and **Void**. For more information on using the Status drop down menu and what each Status means, see Status.
4. Under the **File** menu, select the **Print Forms for Recipient** option.

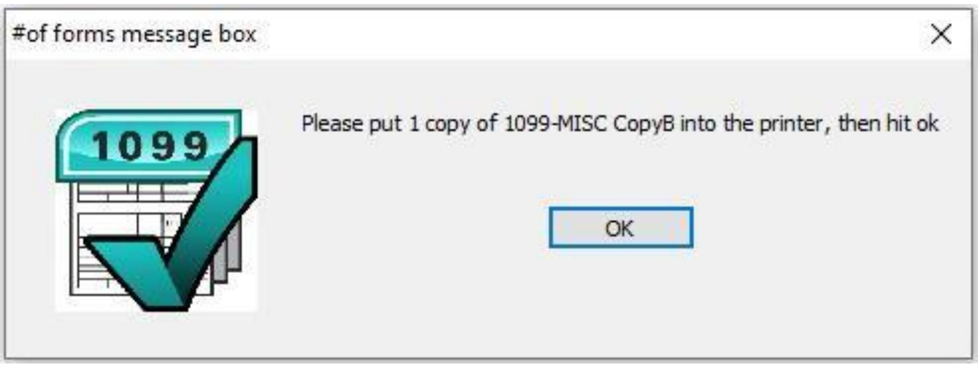


<u>If Printing 1099-MISC and 1099-INT only**</u>**

If you are printing **1099 MISC forms** or **1099 INT forms**, you'll be prompted to choose **Print 2-up MISC** or **INT forms** or **Print 4-up MISC** or **INT forms**. Choose **Print 2-up MISC** forms option if you plan on using 2-up pre-printed forms for all copies of 1099 MISC. If you plan on printing Copy B, Copy 2, and Copy C for the recipient on blank paper, you can select **Print 4-up MISC Forms**. After making your selection, click **OK**.

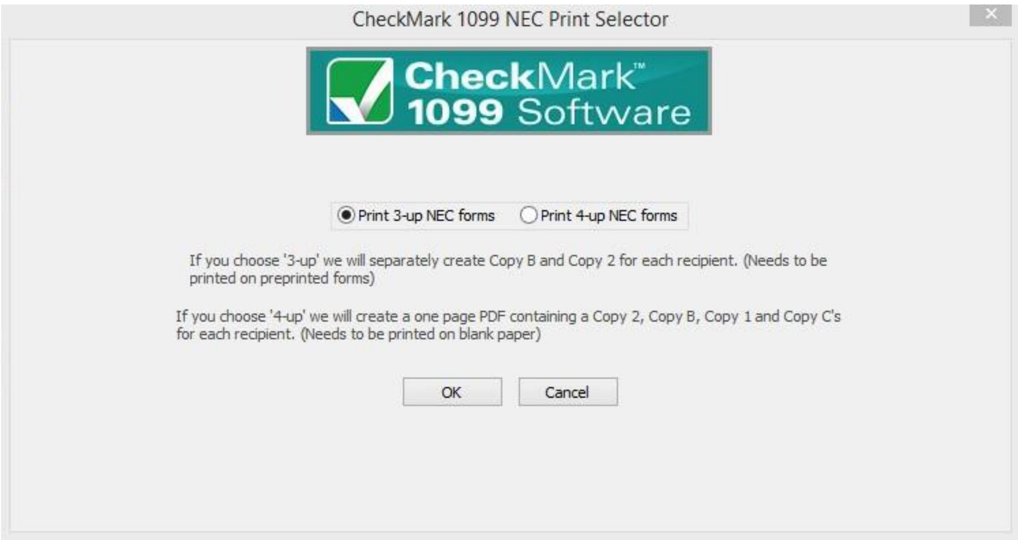
Note: Using the 4-up sheet method will produce two Copy Cs instead of one Copy 1.

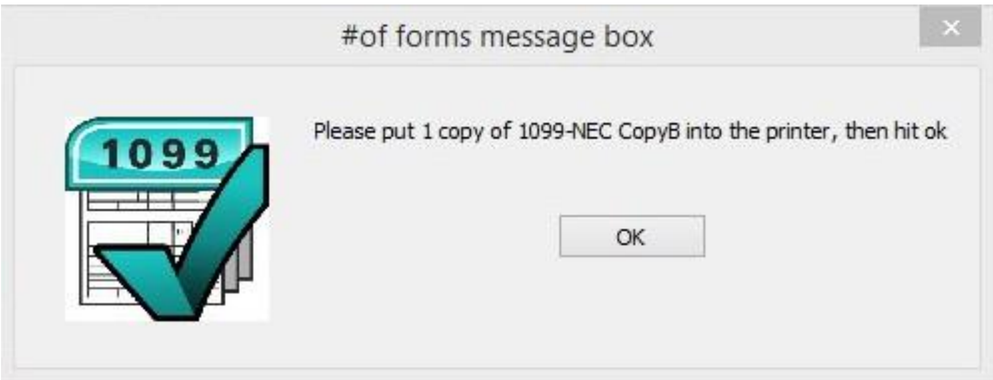
5. If printing 2-up on pre-printed forms, a message box will open telling you which form to load in the printer and how many. Click OK after you have loaded the correct forms in your printer. Do this for each message box that appears for each form.



<u>If Printing 1099-NEC only**</u>**

If you are printing **1099 NEC form** you'll be prompted to choose **Print 3-up NEC** or **Print 4-up NEC**. Choose **Print 3-up NEC forms** option if you plan on using 3-up pre- printed forms for all copies of 1099 NEC. If you plan on printing Copy B, Copy 2, and Copy C for the recipient on blank paper, you can select **Print 4-up NEC Forms**. After making your selection, click **OK**.

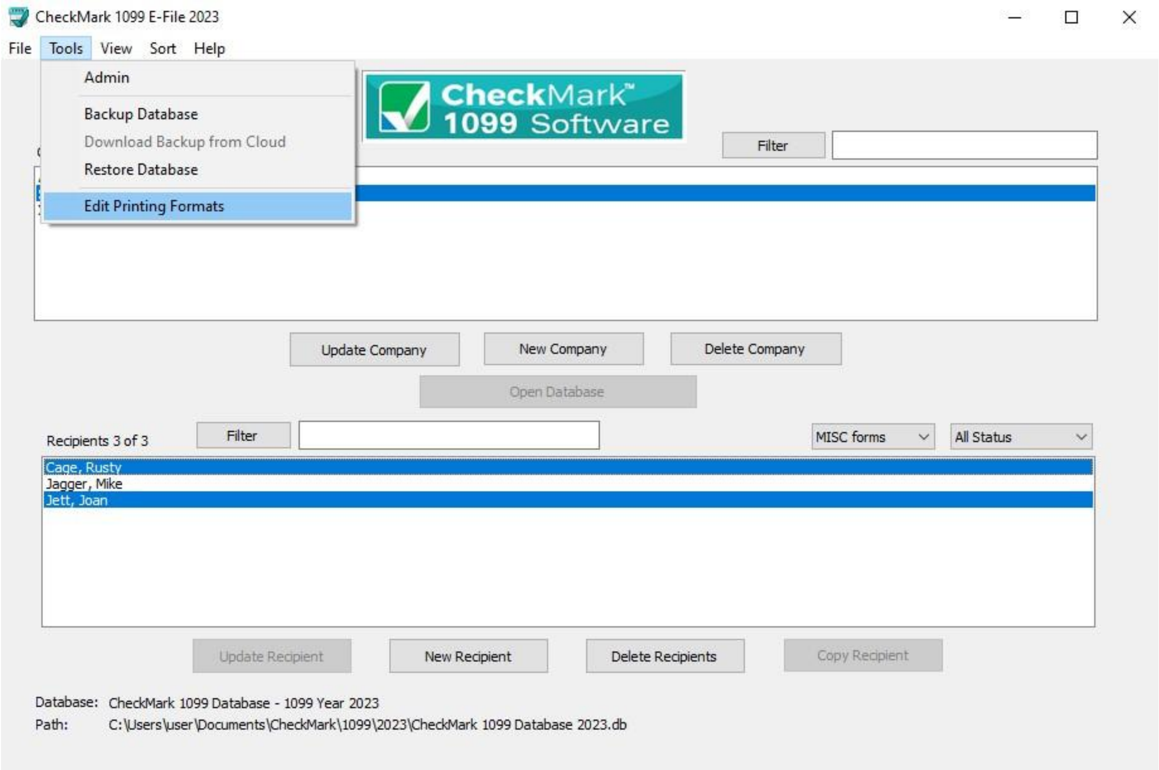




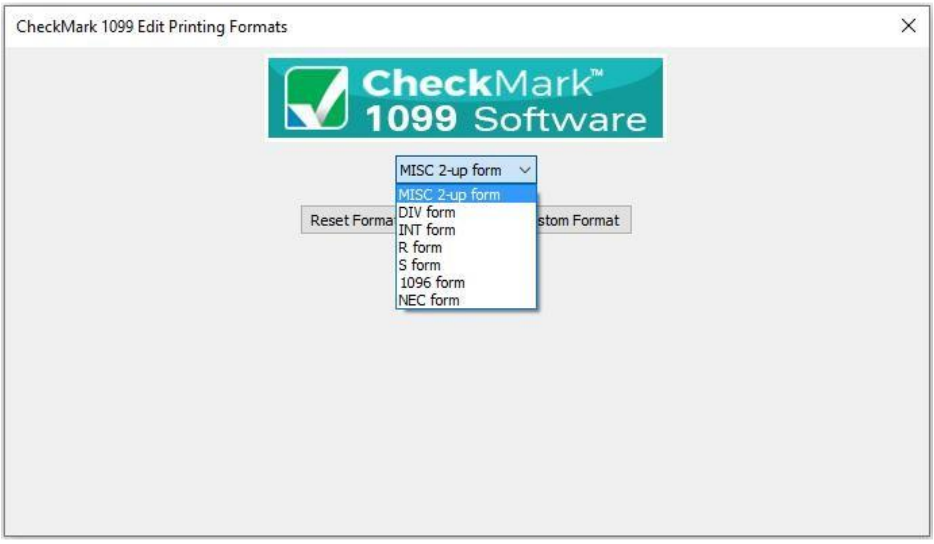
Edit Printing Formats

You can adjust each individual print field if printing on pre-printed forms.

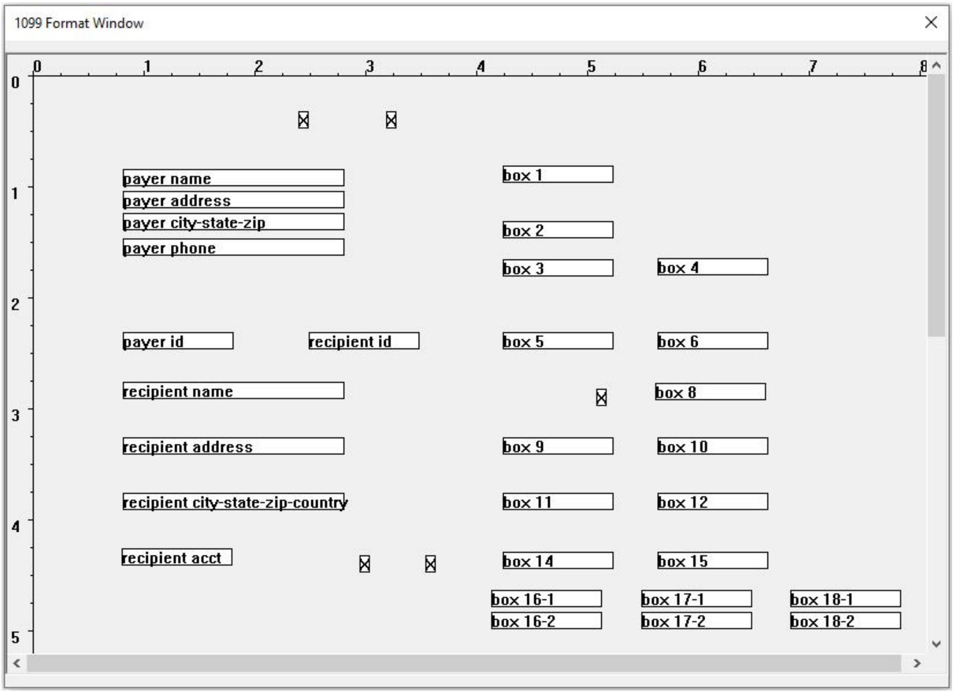
1. Choose **Edit Printing Formats** located under the **Tools** menu.



2. Select which forms you want to modify from the drop down menu: **MISC 2-up form**, **DIV form, INT form, R form, S form, NEC form, and 1096 form**.



3. Click **Edit Current Custom Format**. A window showing all print fields on the selected form opens.



You can adjust any field by dragging it with the mouse. Or click on any field to highlight and use arrow keys on the keyboards.

Double-clicking any field will turn the text from 'black' or 'red' or vice versa. Any field labeled in 'red', will not print.

4. To reset the back to the default format, click the **Reset Format** button.

Edit Page Format (Mac Only)

If using a Macintosh computer, you must set the printing preferences the first time you print to correctly format the page. A warning message will appear the first time you try to print. You can access the **Edit Page Setup** screen by clicking the **Edit Page Setup** button. You can also access the **Edit Page Setup** screen under the Tools menu.

1. Click **Edit Page Setup** under the **Tools** menu.
2. Follow the instructions in the warning message. You can also print out the instructions to follow along.

Chapter 8 e-File

This chapter shows you how to e-File 1099 forms using the IRS Filing Information Returns Electronically (FIRE) System. If you have never e-Filed 1099s in the past, you will need to visit the IRS website at www.irs.gov to sign up for a FIRE system account and receive a Transmitter Control Code (TCC), you should do this 45-60 days before the filing deadline.

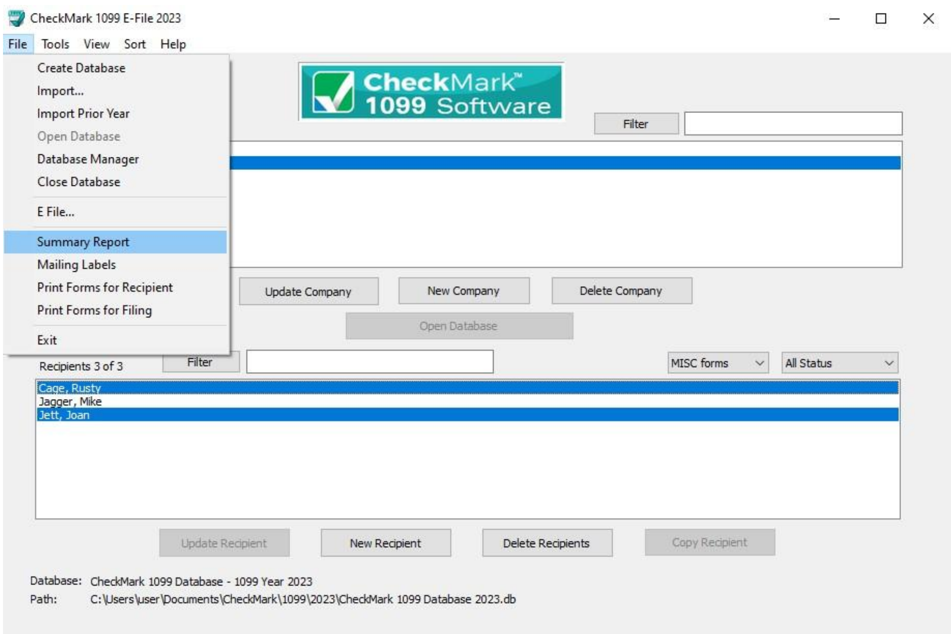
While CheckMark Inc. attempts to maintain up-to-date and accurate tax and for information, we cannot be held responsible for changes or discrepancies in tax values and forms that are filed incorrectly.

Note: The ability to e-File is only is only available to customers who have purchased the 1099 e-File version. If you need to upgrade from the printed version, visit the CheckMark website at www.checkmark.com.

Summary Report

The 1099 Summary Report Summarizes vendor payments by 1099 type. These totals can be compared to Box 5 on Form 1096. Utilize this report to verify the accuracy of your values before printing.

1. Under **File**, select **Summary Report**. Click **Print**.

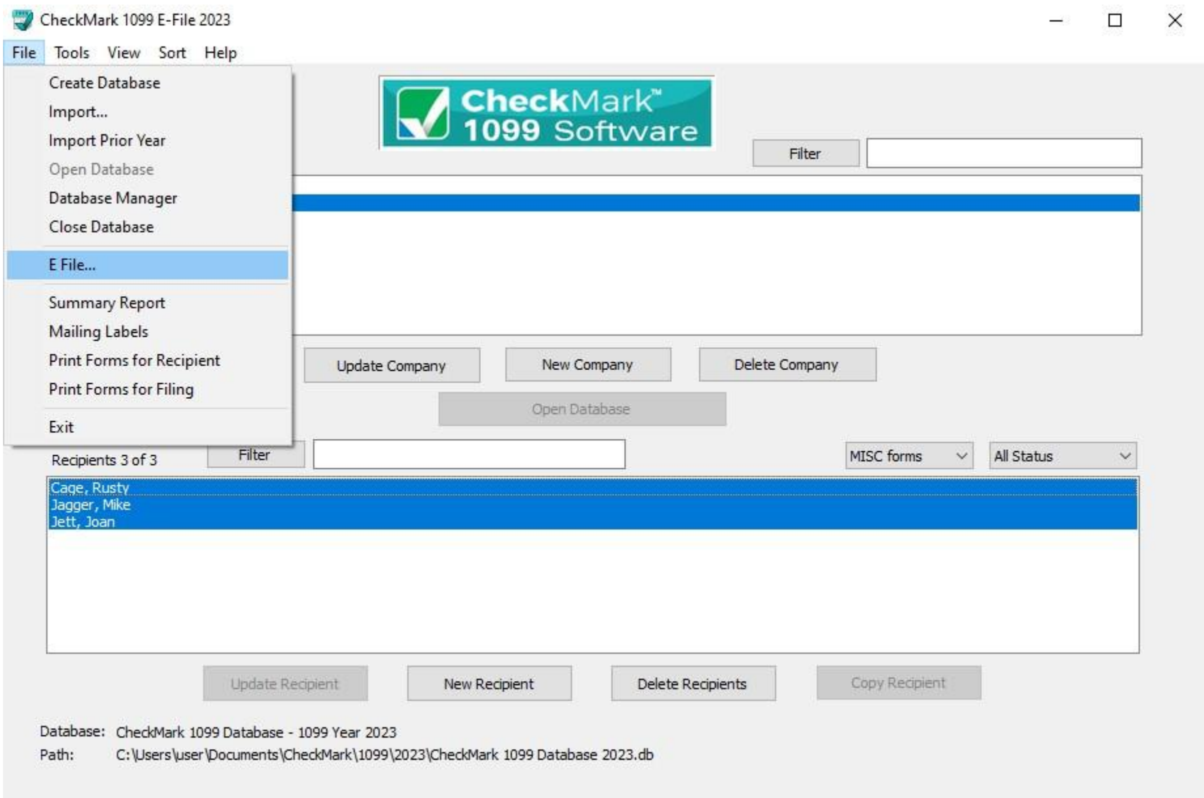


Creating a file to e-File

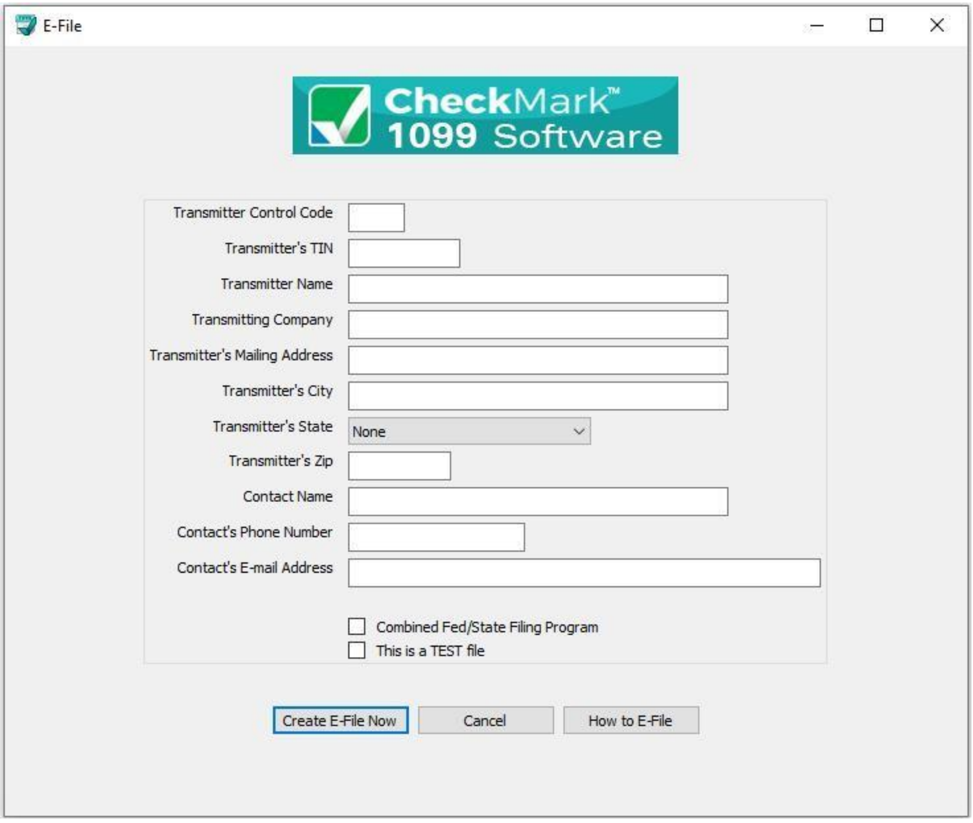
1. Select the company you want to e-File for. You can select multiple companies if you wish. For information on selecting multiple companies, see Selecting Multiple Recipients.
2. Select the recipients you wish to include. You can sort using the different forms or choose All Forms from the drop down menu to select all recipients. For information on selecting multiple recipients, see Selecting Multiple Recipients.

   Note: You must choose at least one company, but if you do not choose any recipients, all recipients will be included in the e-File.

   You can sort the recipients by the Status drop down menu to group recipients as Printed, Completed, Validated, Corrected and Void. For more information on using the Status drop down menu and what Status means see Status.
3. From the **File** menu, choose **E File**...

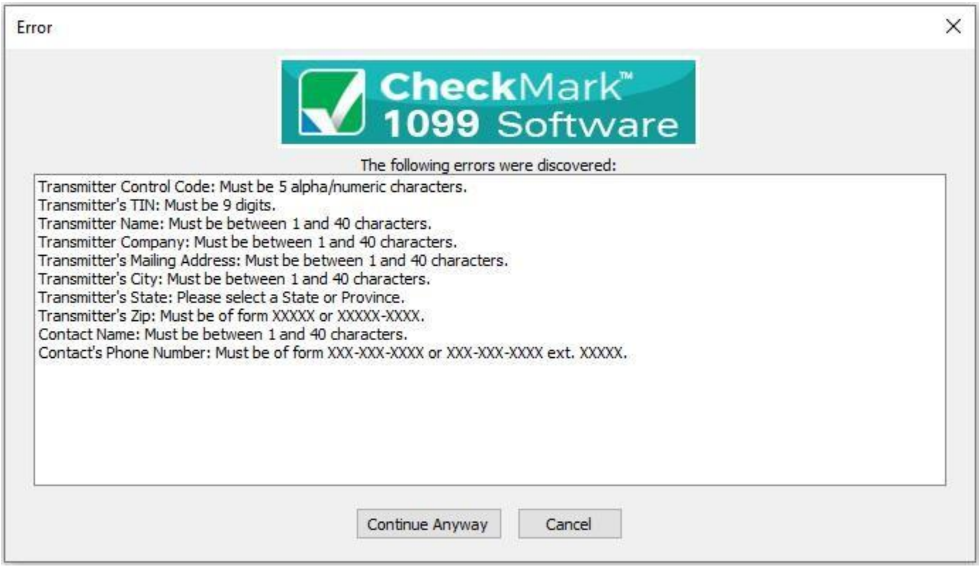


4. In the pop-up window. Fill in all applicable fields.



5. Optional: If you need more information on how to set up an E-file account, click the **How to E-file** button. A pop-up window with important links on how to first apply, create a FIRE system account.

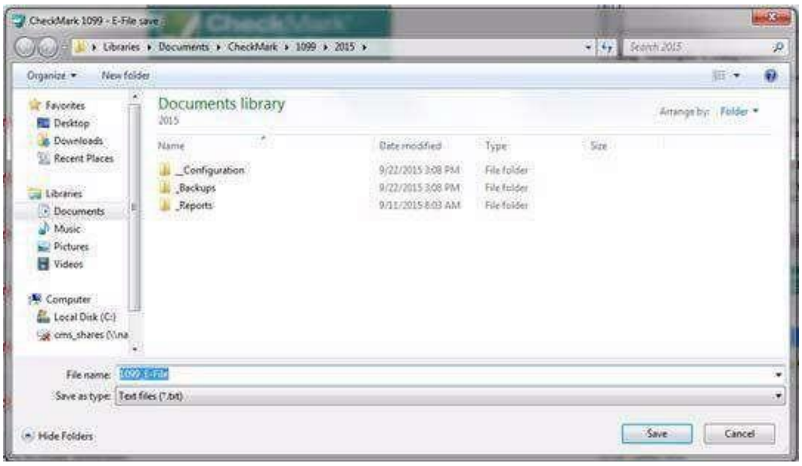
6. Once all the information is filled in, click the Create E-File Now button.
7. If there are any errors in the transmitter information window, you will see a pop-up window explaining what errors occurred.



8. Click **Cancel** to go back to the transmitter information window to correct any set up errors.

   Or click **Continue Anyway** to proceed with saving the .txt file.

9. A **Save as** dialog box opens.



10. Enter a name for the file or use the default name if one is given. Save the file to a location that is easy to find. The Desktop is an easy location to save the file to and find it there later when you are ready to submit the file to the IRS FIRE system. Click **Save**.

Chapter 9 Backup and Restore

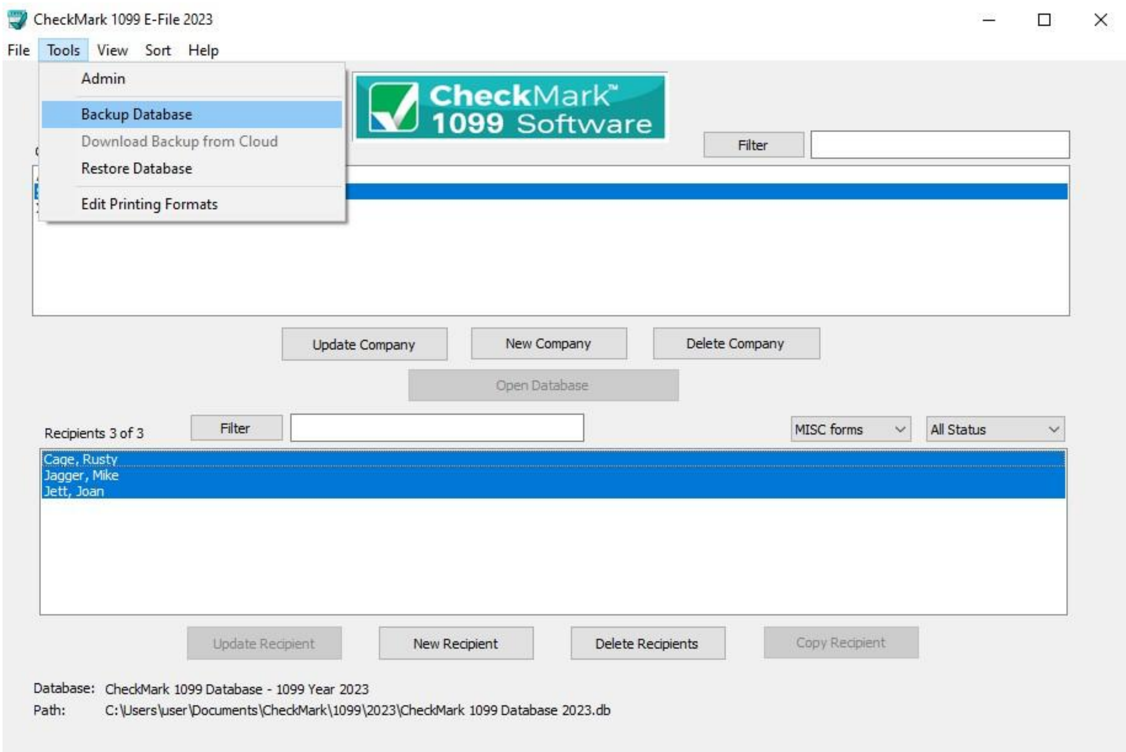
Making backups is critical to protecting your data. You should always keep current backups. CheckMark 1099 allows you to easily backup your data to any external source for safekeeping.

Backing Up Using the Backup Database Command

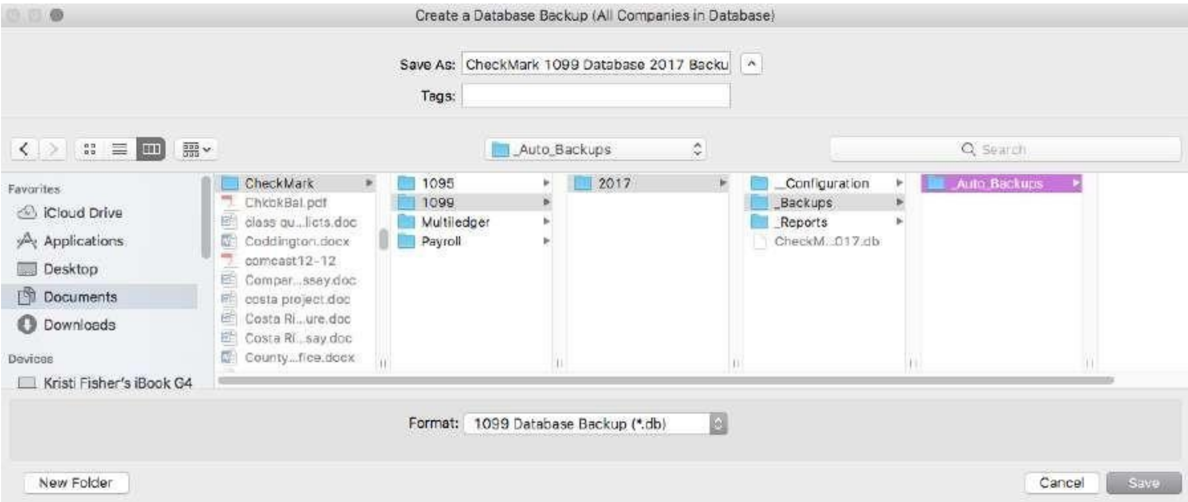
Using the Backup Database command within the program allows you to backup a duplicate copy of the database. You can restore this database in case of computer failure or to revert back to a previous database in case of an error in your current database. It is recommended that you make current backup databases anytime you modify information.

Note: Only users with Admin privileges can backup and restore a database. For more information on setting up Admin privileges, see Setting up Users and Passwords.

1. Click on the Tools menu in the upper left hand corner of the screen and select **Backup Database**.



2. A Save In dialog box appears. Choose a destination you would like to save the backup database to.
3. A default name of **backup (with the current date).db** is given. Change the name of the backup if you wish and leave the .db extension.

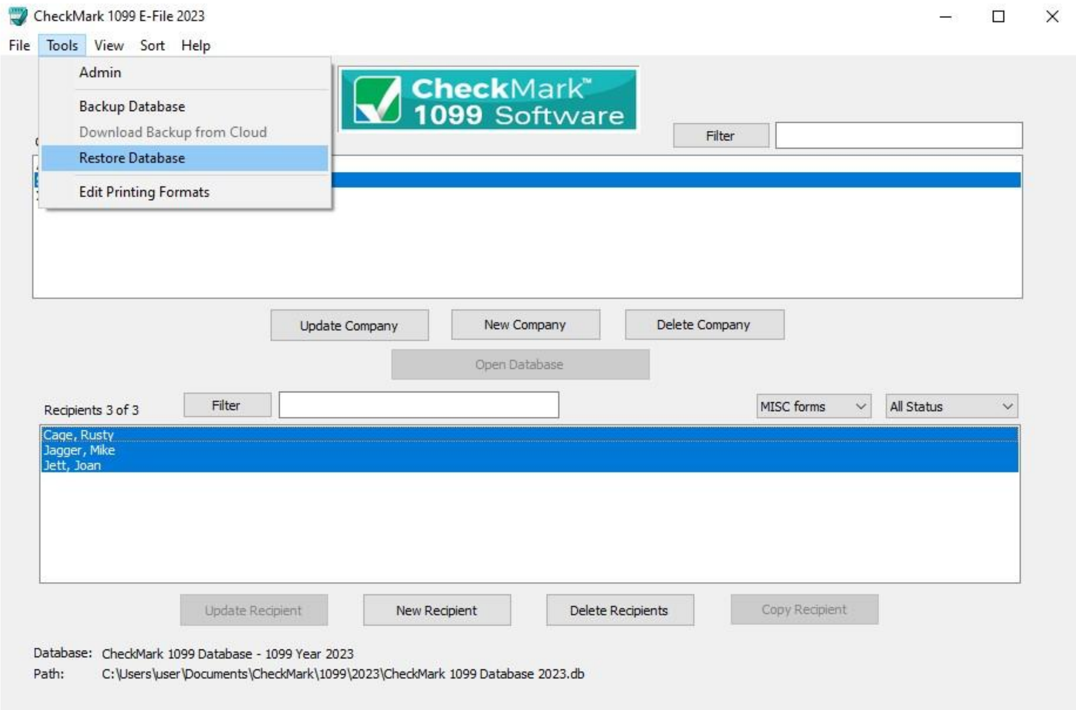


4. Click **Save**.

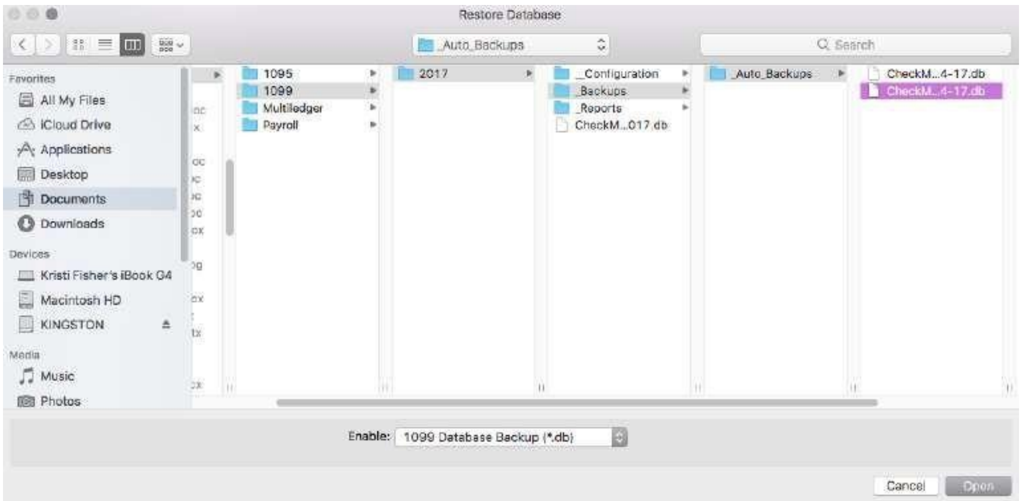
Restoring Database using Restore Database Command

In case of computer failure, corruption or if you made a mistake and would like to revert back to a previous database, the Restore Database command will open any previous backups you have saved. You must have a Database created before you can restore a backup.

1. Click on the Tools menu in the upper left hand corner of the screen and select **Restore Database**.



2. A Look in screen for Windows or Restore Database screen for Macintosh opens. Browse to the location of the Backup Database file.



3. Select the file and click **Open**.

   Important: Restoring a database file will **overwrite the existing** .db file. Restoring a database file is used in cases of the current file becoming damaged or information being entered incorrectly into the current database. Restoring from a previous database is faster than manually updating the incorrect information.