

How to Use the 1099 Prior Year E-filing Utility

The 1099 utility is used to mark a 1099 E-File submission for a previous year.

1. Contact Real Business Solutions and request the 1099 Prior-Year E-filing Utility URL
Contact by telephone at 800-507-1992 or by email at sales@realtaxtools.com

When you receive the URL link, open the link using a web browser (Google, Fire Fox, etc.) and follow the steps below to download.

2. Click Download NOW

REAL BUSINESS SOLUTIONS

Mark 1099 Efile for Previous Year Utility

Download NOW 

Click Download NOW **2**

If you face problems downloading the setup file, please follow these instructions::

Internet Explorer users:



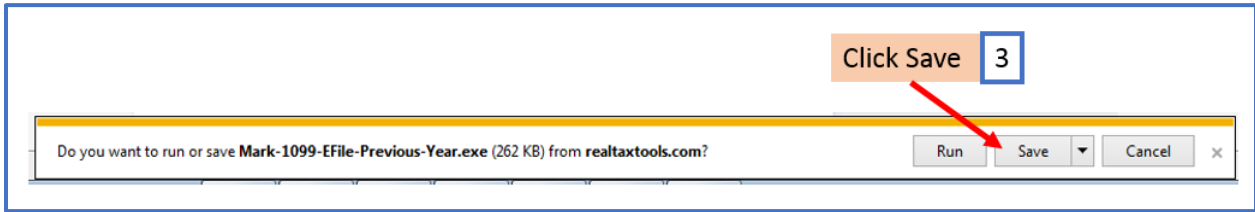
1. Download the file by clicking the Download Now Button (above).
2. When prompted with a window to "Save" or "Run", select "Save" to save the file to your hard disk.
3. Double-click the Mark-1099-EFile-Previous-Year.exe program file on your hard disk to start the setup program.
4. Follow the instructions on the screen to complete the installation.
5. Once the installation is complete, open the program by clicking on the program's icon on the desktop.

Mozilla Firefox users:

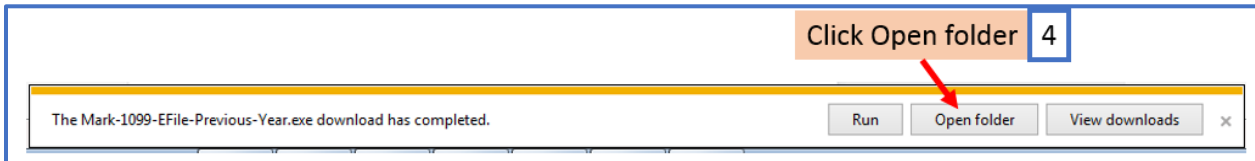


1. Download the file by clicking the Download Now Button (above).
2. When prompted with a window to "Save" or "Run", select "Save" to save the file to your hard disk.
3. Double-click the Mark-1099-EFile-Previous-Year.exe program file on your hard disk to start the setup program.
4. If you can't locate the setup file, then click on "Tools > Downloads" menu to view the list of downloaded files and double click on the setup file in the list.
5. Follow the instructions on the screen to complete the installation.
6. Once the installation is complete, open the program by clicking on the program's icon on the desktop.

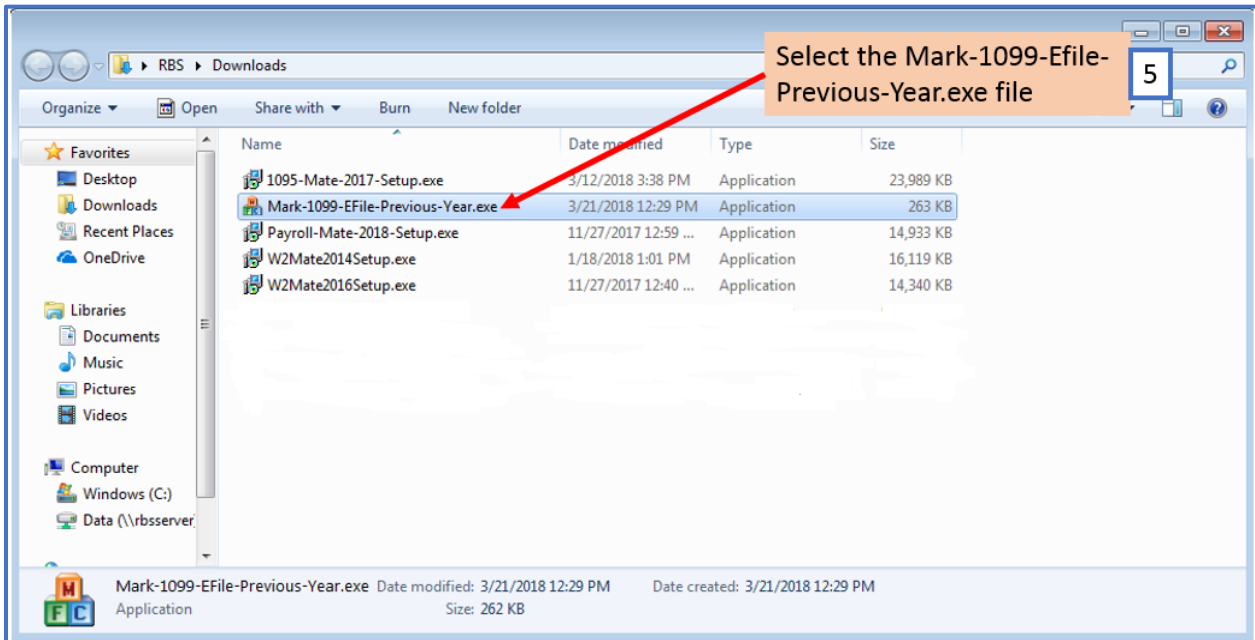
3. Click Save



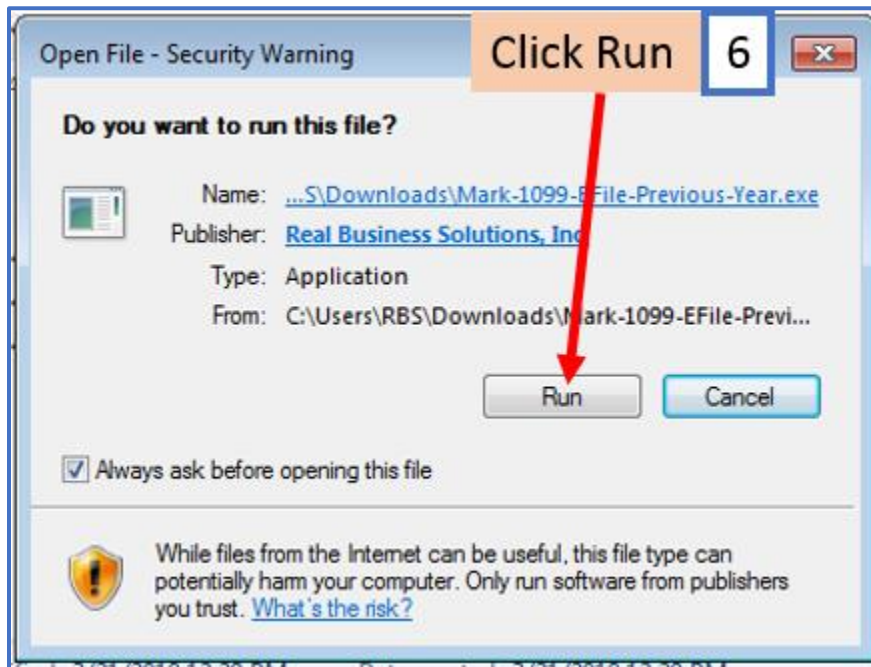
4. Click Open folder



5. Select the Mark-1099-Efile-Previous-Year.exe file

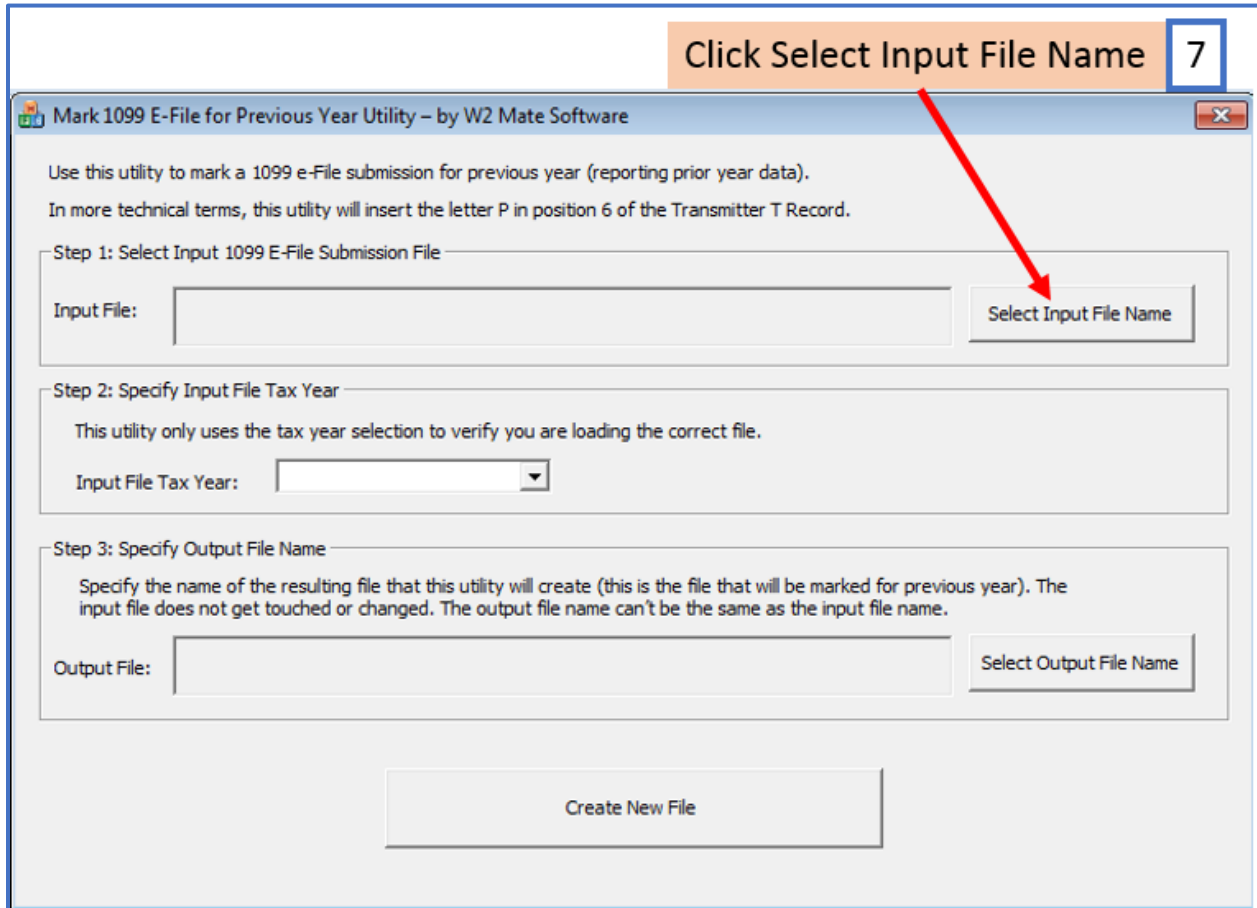


6. Click Run



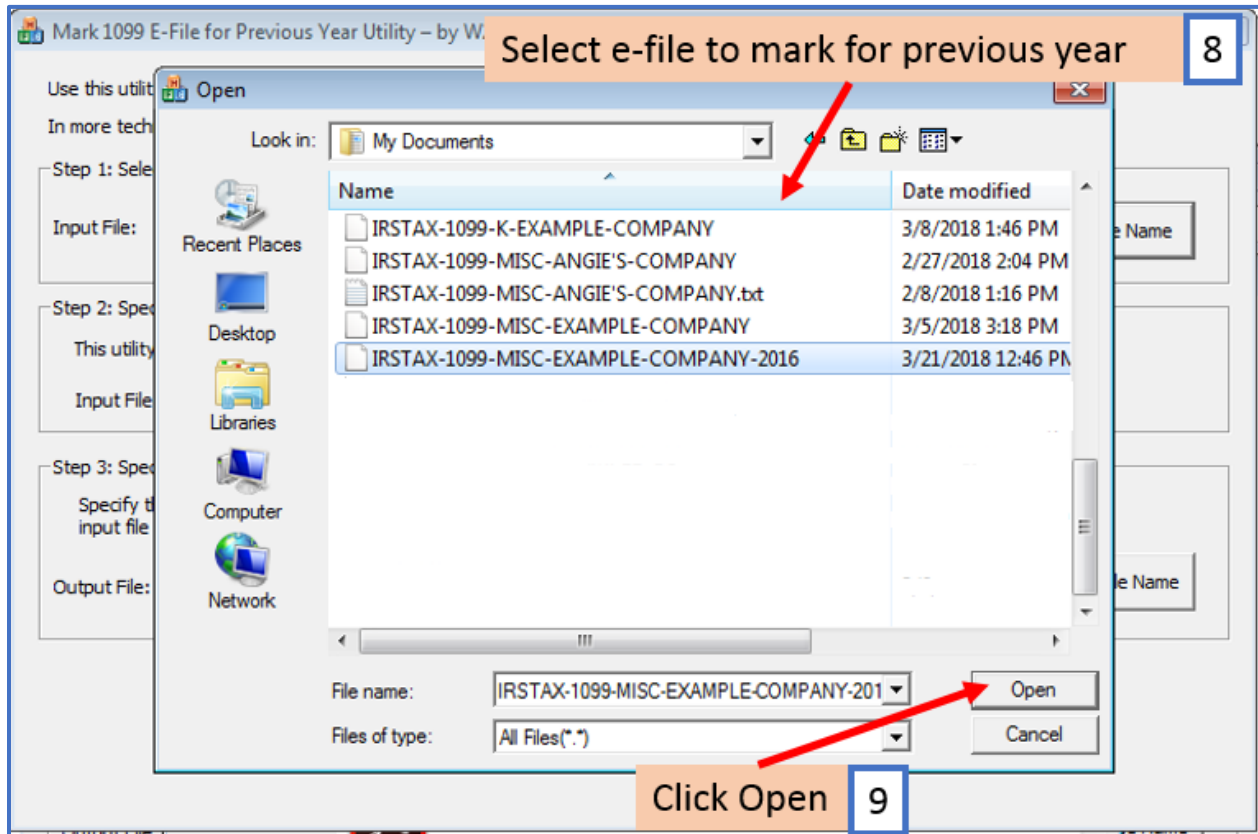
7. Click Select Input File Name

Note: This is the file that was already created in W2 Mate



8. Select e-file to mark for previous year

9. Click Open



10. Select tax year of file you are submitting

11. Select Output File Name

Mark 1099 E-File for Previous Year Utility - by W2 Mate Software

Use this utility to mark a 1099 e-File submission for previous year (reporting prior year data).
In more technical terms, this utility will insert the letter P in position 6 of the Transmitter T Record.

Step 1: Select Input 1099 E-File Submission File

Input File:

Step 2: Specify Input File Tax Year

This utility only uses the tax year selection to verify you are loading the correct file.

Input File Tax Year:

2014
2015
2016

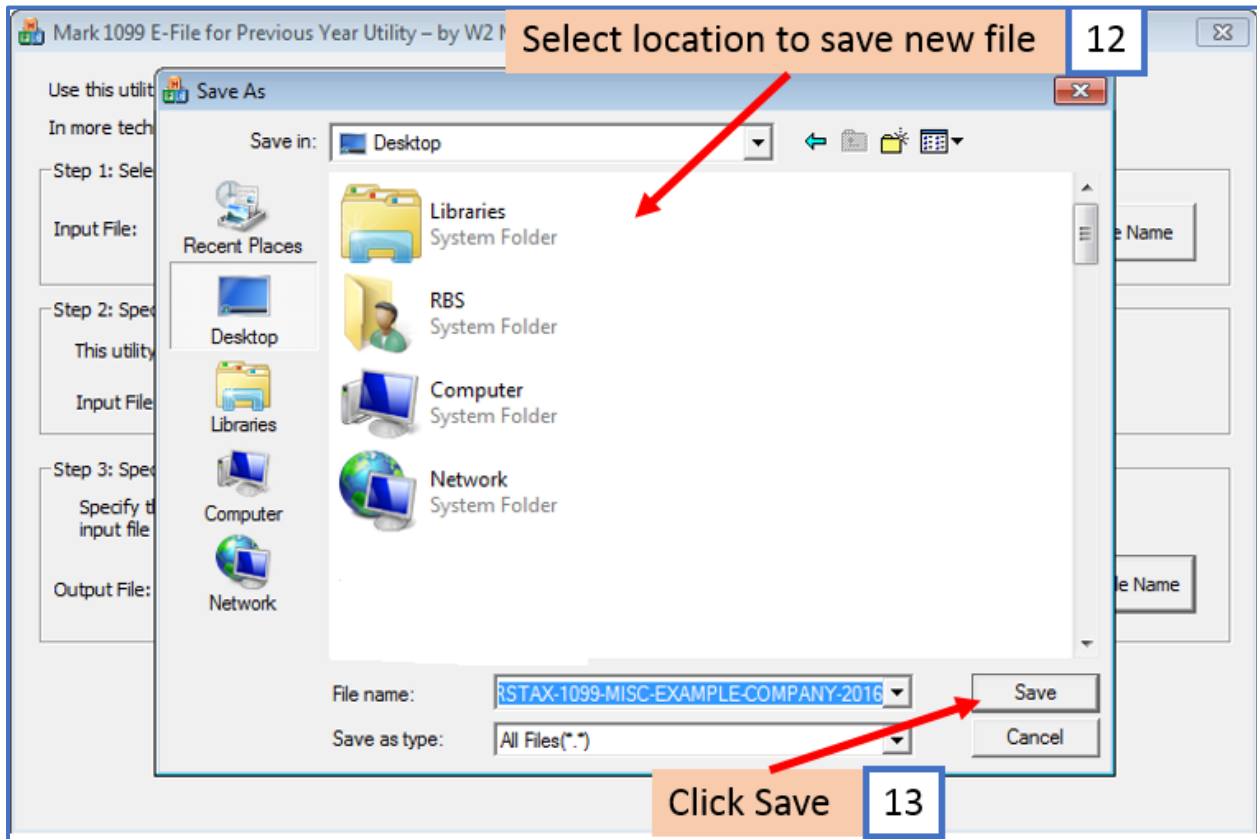
Step 3: Specify Output File

Specify the name of the resulting file that this utility will create (this is the file that will be marked for previous year). The input file does not get touched or changed. The output file name can't be the same as the input file name.

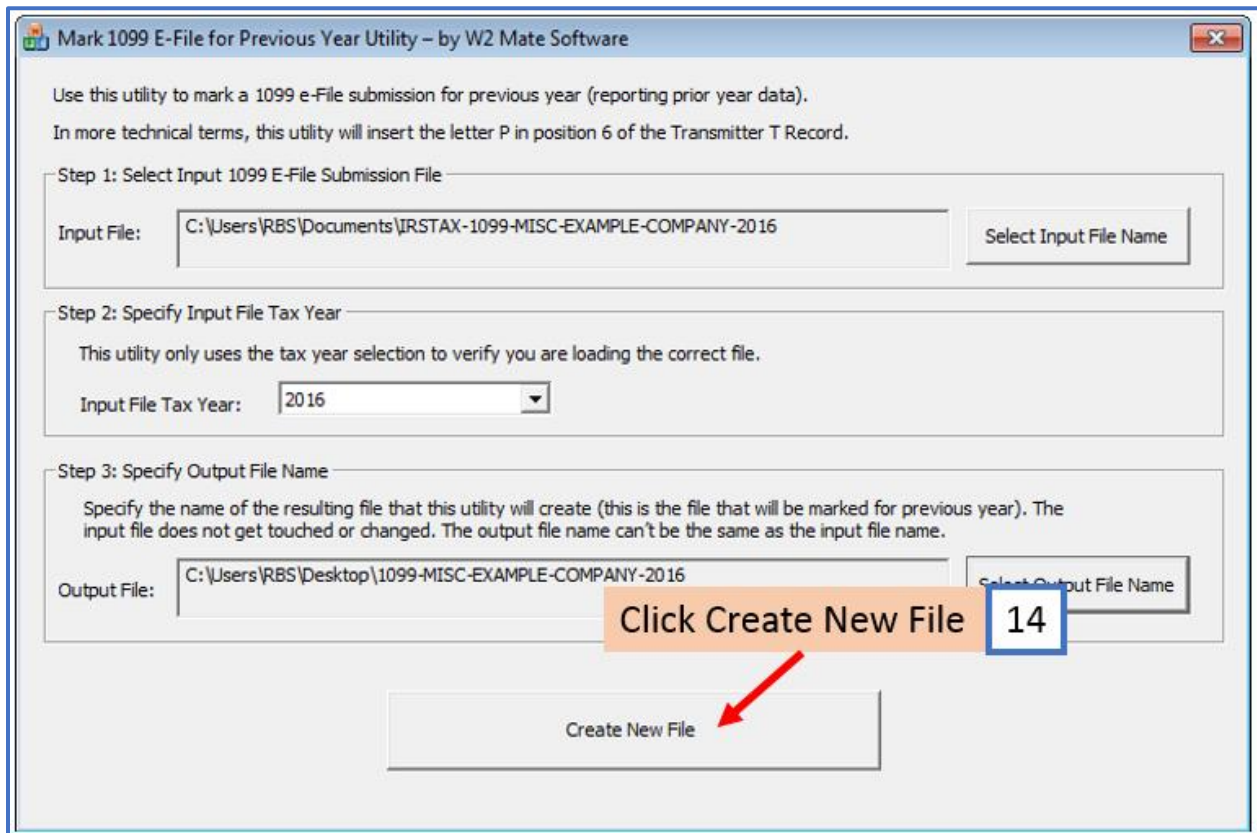
Output File:

12. Select location to save new file you will be uploading to IRS

13. Click Save



14. Click Create New File



Note: You will not get any message the file was created. Please go to the output file location you selected in step 11 and make sure the new file is there prior to closing out of the utility.

