

SOVOS 1099^{PRO}

Corporate Suite Prior Year eFiles

*** Updated Service Bureau Processing Guidelines ***

Because Corporate Suite software was not designed to report prior year* filings via the Service Bureau, users must enter our transmitter information, create an electronic file, manually post the file on our secure FTP site, and then notify the Service Bureau. The Service Bureau downloads this file from our FTP site and processes it. Standard Service Bureau rates apply.

* Includes all Prior Year Original, Correction, and Replacement records.

Step 1—Enter Service Bureau TCC

1. On the Corporate Suite menu bar -> File -> Electronic Filing Transmitter.
2. Select the type of transmitter.
3. Update the Electronic Filing Transmitter Information screen:
 - Transmitter Control Code (TCC)
 - Enter **59M04** only for 1099/1098/5498 series form types
 - Enter **22CWO** for 1042-S forms
 - Transmitter TIN: **95-4185342** (the dash is required)
 - Transmitter Name: **1099 Pro LLC**
 - Contact Name: **1099 Pro Service Bureau**
 - Contact Phone: **866-444-3559**
 - Company (TCC Owners) Address: **200 Ballardvale Street, 4th Floor, Wilmington, MA 01887**
4. Click "Save".

Update the Electronic Filing Transmitter Information for 1099 forms

Transmitter Control Code (TCC):	<input type="text" value="59M04"/>
Transmitter TIN:	<input type="text" value="95-4185342"/>
Transmitter Name Line 1:	<input type="text" value="1099 Pro LLC"/>
Transmitter Name Line 2:	<input type="text"/>

Contact Person
Name of the person whom the IRS should contact regarding problems with electronic files.

Contact Name:	<input type="text" value="1099 Pro Service Bureau"/>		
Contact Area Code:	<input type="text" value="866"/>	Phone:	<input type="text" value="444-3559"/>
Extension:	<input type="text"/>		

Correspondence Information
This information is used in case the IRS needs to correspond with you regarding your files.

Company Name:	<input type="text" value="1099 Pro LLC"/>		
Company Name 2:	<input type="text"/>		
Company Address Type:	<input type="text" value="USA"/>		
Company Address:	<input type="text" value="200 Ballardvale Street, 4th Floor"/>		
City:	<input type="text" value="Wilmington"/>		
State:	<input type="text" value="MA"/>	ZIP:	<input type="text" value="01887"/>

Name of the person whom the IRS should contact regarding problems with electronic files.

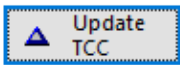
Company Contact Person:	<input type="text"/>		
Company Email:	<input type="text"/>		

* All information is required! *

Corporate Suite Prior Year eFiles

Step 2—Create Electronic File

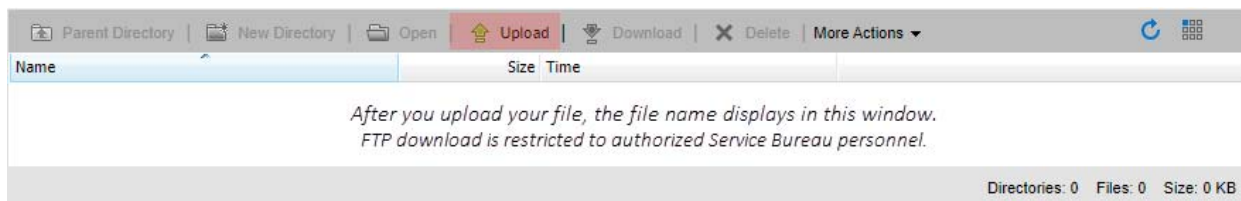
1. On the Corporate Suite menu bar -> Filing -> Create IRS and State Electronic Files.
2. Select the form type to process.
3. At the Begin a New eFile Generation Screen, click “Create an IRS FIRE or AIR eFile” button.
4. In the Create Electronic File Wizard, select appropriate options.
 - For guidance, search “1099 Electronic Filing Wizard” in the Corporate Suite help file.
5. At “Step 8: TCC & Contact Info”, verify that the correct TCC, name, and email are selected.
6. Select “Create File” to generate prior year eFile.

8: TCC & Contact Info Verify Transmitter information		TCC: 59M04 Name: 1099 Pro LLC Email:	
---	---	--	--

Step 3—Manually Upload File

This process requires you to manually upload your electronic file to our SOC I Type II Service Bureau via FTP.

1. In your web browser go to <https://uploads.1099pro.com/>.
 - **Login ID:** 1099upload
 - **Password:** 2004
2. After Login, click the “Upload” button and browse for your electronic file. In a standard installation, this file is located at C:\1099 Pro\Pro99CS\MagFiles and is suffixed with “.IRS” or “.TXT” or “.XML” (depending on the file type).



Step 4—Notify Service Bureau

Properly submitted email notification is required to authorize the Service Bureau to process the eFile. Without this notification, your eFile will be ignored.

- **Email:** SB@1099pro.com
- **Subject Line:** Prior Year Processing Required
- **Email Body:** List the file name(s) posted on the FTP site and any relevant details

Final Steps

The Service Bureau will acknowledge your email notification. Once the IRS accepts (or rejects) your eFile, we will email you the eFile Name and the IRS/SSA file reference number.

Questions?

Email your Corporate Suite Account Manager for help with this process. For Prior Year eFile status requests, email SB@1099pro.com.

[Updated 9/13/2022]