1099 PRO GUIDE FOR 1042-S CORRECTION OF A CORRECTION

Summary – create a new record in the current Tax Year software, then edit the record to reflect an amount correction related to the previous correction. Note if you are doing a correction for a year prior to current Tax Year you *must* use the Current Tax year software as the IRS will only accept records formatted in the current year format as per Pub. 1187

Steps –

1. Look at the old correction using the efileviewer.exe typically found in C:\1099 Pro\Pr42STXX (XX is the Tax Year. For example Pr42ST18)
   a. Write down the Unique Form Identifier in the Q Record positions 988-997
   b. Write down the Amendment Number in the Q record postion 998
2. Create a new record in 1042-S Pro with the same recipient (F2) and put in the previous corrected information. At the Red & White screen of the form put in a note describing that this is a correction of …. (note the Notes button is at the lower right of the form on the screen).
   a. Note – you may wish to create a new Filer in the software with a pcode of CORR to indicate that these forms corrections only.
3. File the information by creating an electronic file. ([3]electronic Filing > Create a new 1042-S electronic file > Select originals)
   a. The purpose of creating the file is to put the record at a "Mag Filed" status to be able to create a correction.
   b. Do not submit the export.
4. Double Click the now status MagFiled record and select "Create a Correction"
   a. Make the necessary changes and save form.
   b. You will now have a new "Corr/Pending" records (This/These records are what you want to file and submit to the Fire System.)
5. File Corrections ([3]electronic Filing > Create a new 1042-S electronic file > select corrections)
6. In a text editor make the following changes
   a. At the **T record**
      i. Position 199 enter the letter P if this is a prior year
      ii. Position 2-5 enter the tax year this applies to
   b. At the **W record**
      i. Enter a "G" (Amended Return Indicator) in position 810
         1. Note G means A one-step transaction amended return or the first of a two-step transaction of an amended return
   c. At the **Q record**
      i. Verify that that position 2 of the Q record has a 1 which means Amended.
      ii. Also enter a "G" (Amended Return Indicator) in position 810
      iii. Enter the Unique Form Identifier in positon 988-997 from 1.a above
      iv. Enter the Amendment Number in position 998. If you've only done only one correction then the previous amendment form 1.b. above would be 2 and you would enter a 3 here
7. Save the File & do the following Tests
   a. Look at the file in the efileviewer.exe in #1 above
   b. Check the file size as shown below
   c. Look at your file in the EfileViewer and verify 4a & 4b above