

Step 1: Create a Corrections Import Map

- Login to the administrative portion of the Corporate Suite software.
- Select the correct tax year, filing entity, & form type from the upper left menu options

The screenshot shows the top-left corner of the software interface. At the top is a green header with '1099 PRO' in white. Below it is a blue navigation bar with 'File', 'Reports', 'Forms', and 'Filing' in white text. To the right of this bar is a blue sidebar containing the text 'Current Filer: PAYROLL 12-555555 Stewart' and a 'Select Another Filer' button. Below the sidebar are two dropdown menus: 'Tax Year: 2015' and 'Current Form: 1099-B'.

- Select the "Import Forms" Option from the left-hand menu under "Preparing My Forms"

The screenshot shows a vertical menu titled '1 Preparing My Forms'. It contains three items: 'Work With My Tax Forms' with a pencil icon, 'Import New Tax Forms' with a document icon and highlighted by a red rectangular box, and 'Form Totals Reports' with a bar chart icon.

- Select "Create/Manage/Print Import Maps", make sure the correct form type is selected from the menu, and then choose "Select" to view all import maps for the selected form type.

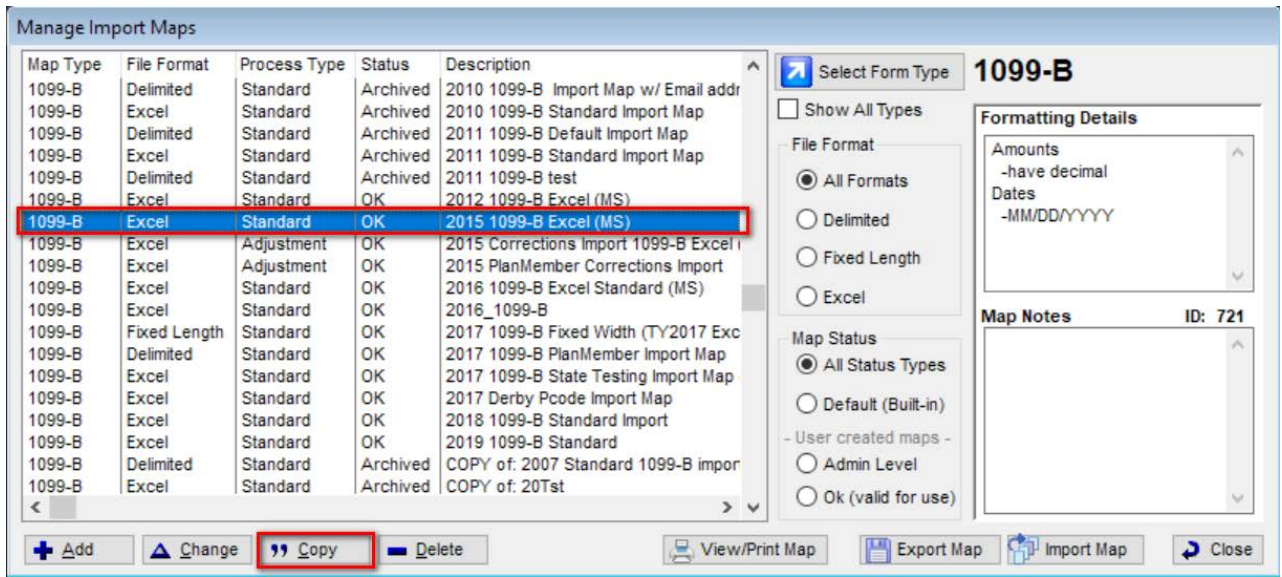
The screenshot shows a button labeled 'Create/Manage/Print Import Maps' with a grid icon, highlighted by a red rectangular box. A red arrow points from the top-left towards the button. Below the button are two dropdown menus: 'Form Type: - All Forms -' and 'Status: Show all sessions'. At the bottom, there is a 'Set date range: All Dates For Selected Year' option.

The screenshot shows a dialog box titled 'Form Selection' with the subtitle 'Select a Tax Year 2019 Form Type'. Below the subtitle is a text input field. The main area is a list with two columns: 'Form Name' and 'Description'. The entry '1099-B Proceeds From Broker and Barter Exchange Transactions' is highlighted in blue. At the bottom of the dialog are three buttons: 'Select', 'Cancel', and 'Help'.

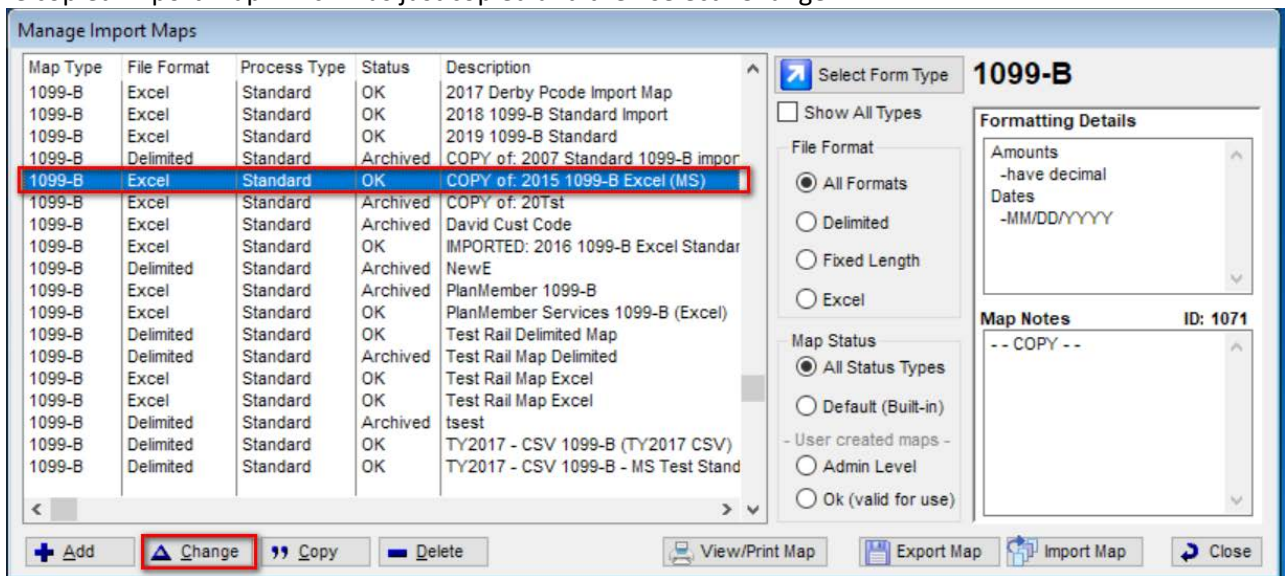
Form Name	Description
1042-S	Foreign Person's U.S. Source Income Subject to Withholding
1095-B	Health Coverage
1095-C	Employer-Provided Health Insurance Offer and Coverage
1097-BTC	Bond Tax Credit
1098	Mortgage Interest Statement
1098-C	Contributions of Motor Vehicles, Boats, and Airplanes
1098-E	Student Loan Interest Statement
1098-F	Fines, Penalties, and Other Amounts
1098-Q	Qualifying Longevity Annuity Contract Information
1098-T	Tuition Payments Statement
1099-A	Acquisition or Abandonment of Secured Property
1099-B	Proceeds From Broker and Barter Exchange Transactions
1099-C	Cancellation of Debt
1099-CAP	Changes in Corporate Control and Capital Structure
1099-DIV	Dividends and Distributions
1099-G	Certain Government and Qualified State Tuition Program Payments
1099-H	Health Coverage Tax Credit (HCTC) Advance Payments
1099-HC	MA Health Care Coverage
1099-INT	Interest Income
1099-K	Merchant Card and Third Party Network Payments
1099-LS	Reportable Life Insurance Sale
1099-LTC	Long-Term Care and Accelerated Death Benefits
1099-MISC	Miscellaneous Income
1099-DID	Original Issue Discount
1099-PATR	Taxable Distributions Received From Cooperatives

1099 PRO GUIDE FOR IMPORTING CORRECTIONS

- Select the import map format that is being used for standard maps and create a copy. This copy will be updated to become a Corrections Import Map and will save the time from having to re-map each individual field.



- Select the copied import map which was just copied and then select "Change".



- Click "Next" to all the wizard screens until the "Specify a Name and Usage Notes" screen is reached. Update the name to indicate that this is now a Corrections Import map.

1099 Pro Excel Import Wizard

Specify a Name and Usage Notes for the 1099-B Import map
This information is displayed on the Import map browse to help your users

Enter or update the map name and usage information

▶ The title and description will be displayed for users when they need to select an Import map to use.

Map description or title:

Map Usage Notes:
 (Optional but recommended)

- Click "Next" to all screens until the "Specify the type of Import" screen is reached. Choose "Adjustment/Corrections of Matched Forms".

1099 Pro Excel Import Wizard

Specify the type of Import
These options let you specify whether new information will update existing forms or replace them

Processing Options for Tax Form Imports

Standard
 All Tax Forms are added as individual records, independent of all other forms and regardless of whether other forms may exist in the system for the same recipient.

Transactional (aggregation must be enabled)
 If an existing forms are found for a recipient according to the form matching rules currently in effect for the Filer, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.

Year To Date (YTD)
 Existing tax forms are replaced with the new YTD information showing the change in amount. Existing forms that are not Validated by a record in the import can be dropped in the Zero Drop Process.

Standard Originals with Matching On
 Standard Tax Forms are added as original records if other forms do not exist in the system for the same recipient. Duplicate Originals will be rejected.

Adjustments/Corrections of Matched Forms: (for AutoCorrection Imports Only)
 The record to correct must exist in the database or the record will be rejected. Existing Pending or Printed records will be updated for non transactional forms only. IRS filed records will result in a correction. State filed records result in a state correction if there is state impact.

- Click “Next” and select the matching process that is required. Generally, this will be “Simple Match” unless creating a map for Form 1099-R or Form 1042-S.

1099 Pro Excel Import Wizard

Specify how Import will match existing Tax Forms
 These options let you specify if new information will update existing forms or will be rejected

These options control how the system will match your incoming records with existing tax forms for Standard import of Originals with the matching option ON and for Adjustments import.

- ▶ Records will be rejected on Originals imports if a matching tax form for the same Recipient already exists (see below for more detail.)
- ▶ Records will be rejected on Adjustments imports if the parent (previous) tax form for the same Recipient is not found.

Matching to Existing Tax Forms

Simple Match
 Match processing is done based on Recipient TIN, RecipientAccount, Recipient Tin Type, Filer PCode and Form Tax Year.

Advanced Match
 Match processing is done based on all options used in Simple Matching with addition of Tax State and other criteria where applicable. For example: Box 7 Distribution Code is used for the 1099-R import matching process, Box 1 Income Code is used for the 1042-S import matching process.

- Click “Next” and then select the “Finish” option. The corrections import map is now created.

Step 2: Importing Corrections

- The corrections import process is the same as any other import process after the corrections import map has been created. Please refer to the 1099 Pro help file or tutorial videos if unclear of how to import data into the software.
- There are few general pieces of information to be aware of when processing a corrections import.
 - Records are matched based on the criteria in the above screenshot. Therefore, a corrections import cannot be used to update TIN/Account information as that is used as the matching criteria to update records.
 - Transactional records, i.e records under a filer with aggregation turned on, that are in a Pending status cannot be update with a corrections import map. Please use an offsetting transactional import in this case.
 - If duplicate records exist, with the same TIN/Account/TIN Type, for non 1099-R/1042-S forms, then only one of the duplicate records will be updated. This is regardless of how many instances of records with the same TIN/Account/TIN Type exist in the corrections import file.
 - Recipient name information can only be updated if the records are in a “Pending” or “Printed” status. Name/state corrections cannot be imported if the records are in a “Filed” status.
 - Only the records in the corrections import file will be used to update existing record data. If a record already exists in the software, but is not in the import file, then the record that exists in the software will be left as is.

- Record Status Updates:
 - Pending: Pending records will be updated and remain in a pending status, if matched.
 - TIN/Account corrections cannot be imported.
 - Printed: Printed records will be reset to pending and updated, if matched.
 - TIN/Account corrections cannot be imported.
 - Filed: Filed records will cause a pending correction(s) to be created, if matched.
 - TIN/Account/Name/State corrections cannot be imported.