

## 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

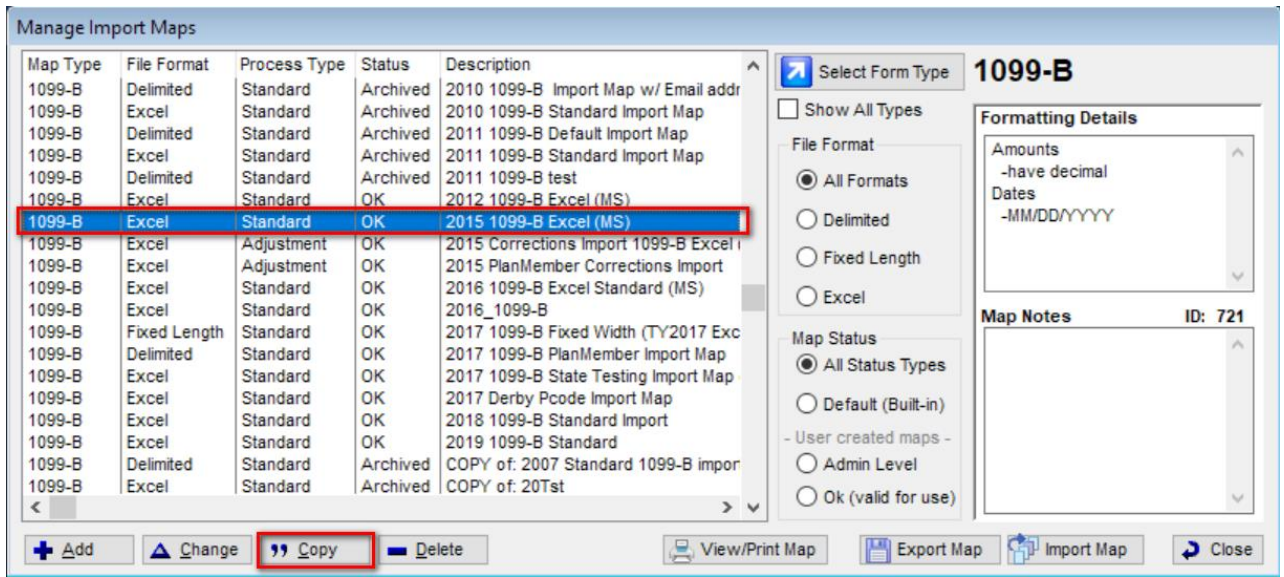
- Select the “Import Forms” Option from the left-hand menu under “Preparing My Forms”

- 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.

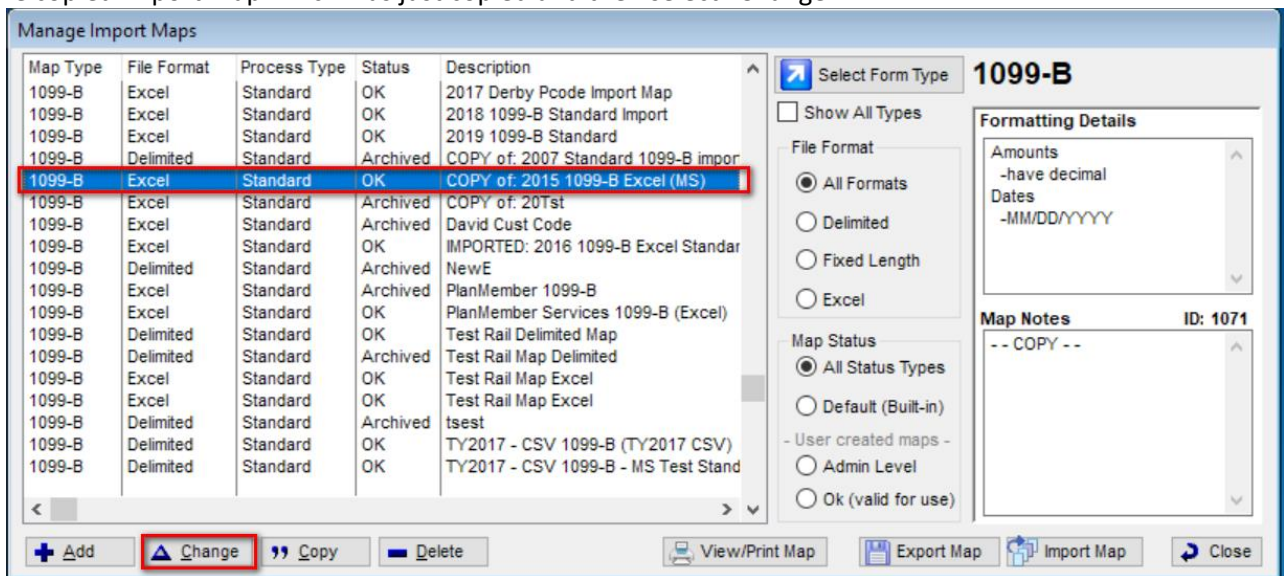
Form Name	Description
1042-S	Foreign Person's U.S. Source Income Subject to Withholding
1095-B	Health Coverage
1095-C	Employer-Provided Health Insurance Offer and Coverage
1097-BTC	Bond Tax Credit
1098	Mortgage Interest Statement
1098-C	Contributions of Motor Vehicles, Boats, and Airplanes
1098-E	Student 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
<b>1099-B</b>	<b>Proceeds From Broker and Barter Exchange Transactions</b>
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-OID	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.

The screenshot shows the '1099 Pro Excel Import Wizard' window. The title bar reads '1099 Pro Excel Import Wizard'. The main heading is 'Specify a Name and Usage Notes for the 1099-B Import map'. Below this, a subtitle states 'This information is displayed on the Import map browse to help your users'. The primary instruction is 'Enter or update the map name and usage information'. A sub-instruction reads: '▶ The title and description will be displayed for users when they need to select an Import map to use.' A text input field labeled 'Map description or title:' contains the text '2015 Corrections Import 1099-B Excel (MS)'. Below this is a large empty text area labeled 'Map Usage Notes: (Optional but recommended)'. At the bottom of the window are four buttons: 'Back', 'Next', 'Cancel', and 'Help'.

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

The screenshot shows the '1099 Pro Excel Import Wizard' window. The title bar reads '1099 Pro Excel Import Wizard'. The main heading is 'Specify the type of Import'. Below this, a subtitle states 'These options let you specify whether new information will update existing forms or replace them'. The section is titled 'Processing Options for Tax Form Imports'. There are five radio button options: 'Standard', 'Transactional (aggregation must be enabled)', 'Year To Date (YTD)', 'Standard Originals with Matching On', and 'Adjustments/Corrections of Matched Forms'. The 'Adjustments/Corrections of Matched Forms' option is selected and highlighted with a red box. Below this option, a note reads '(for AutoCorrection Imports Only)'. The description for the selected option states: '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.' At the bottom of the window are four buttons: 'Back', 'Next', 'Cancel', and 'Help'.

- Click “Next” and select the matching process that is required. Here is a brief description of the differences between the matching methods.
  - **Simple Match** – This is a method of matching your incoming records to the tax records in the database. If all the matching fields in your import file (Tax Year, PCode, TIN, TIN Type, & Account Number) match the tax record in the software then it will be considered a match and the update/correction will be made. If any of the fields do not match, then no change will be made in the software.
    - Note: For the 1042-S form type, Unique Identifier is also used in the matching criteria
  - **Advanced Match** – This is the same as the Simple Match field above but adds additional matching criteria when matching for 1042-S, 1099-R, & W-2 form types.
    - 1042-S: Box 1 Income Code & Tax State must also match
    - 1099-R: Box 7 Distribution Code & Tax State must also match
    - W-2: Box 12A – 12D Codes & Tax State must also match
  - **Unique Matching Criteria** – The unique match field uses a single field to create a match as opposed to a group of fields like the Simple/Advanced Match options.
    - Unique Matching has two benefits of:
      - Allowing the updating of TIN, TIN Type, & Account. This is because the Simple/Advanced match options use those fields as part of their matching criteria and thus cannot be part of the information that gets updated/changed.
      - Providing more flexibility on how the match is made to your unique data.
    - Unique Matching also always uses the Tax Year & Payer Code (PCode) matching criteria
      - I.e only 2020 records would be eligible for updates/corrections if you are performing a Tax Year 2020 corrections import.

- 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 the field that it is matching on.
  - 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, 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.
  - Only the records, and data, 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.
  - Printed: Printed records will be reset to pending and updated, if matched.
  - Filed: Filed records will cause a pending correction(s) to be created, if matched.