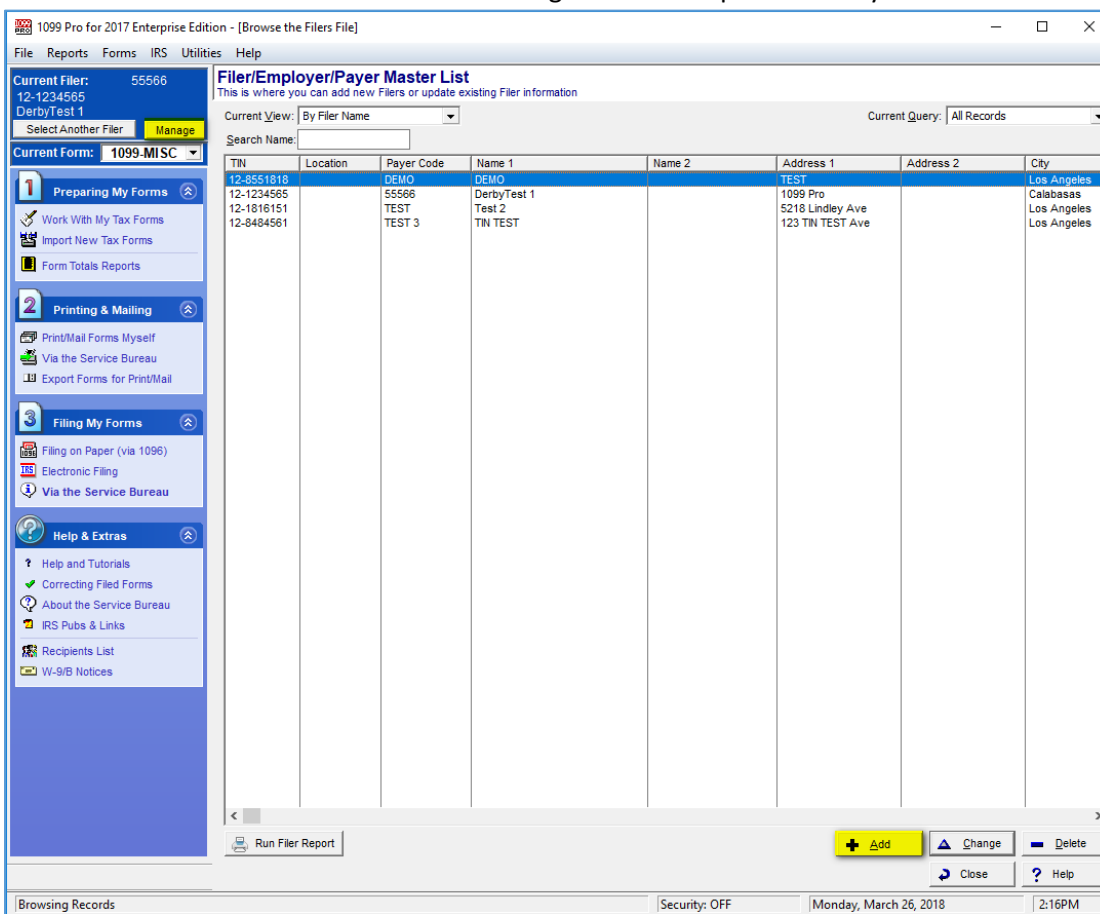
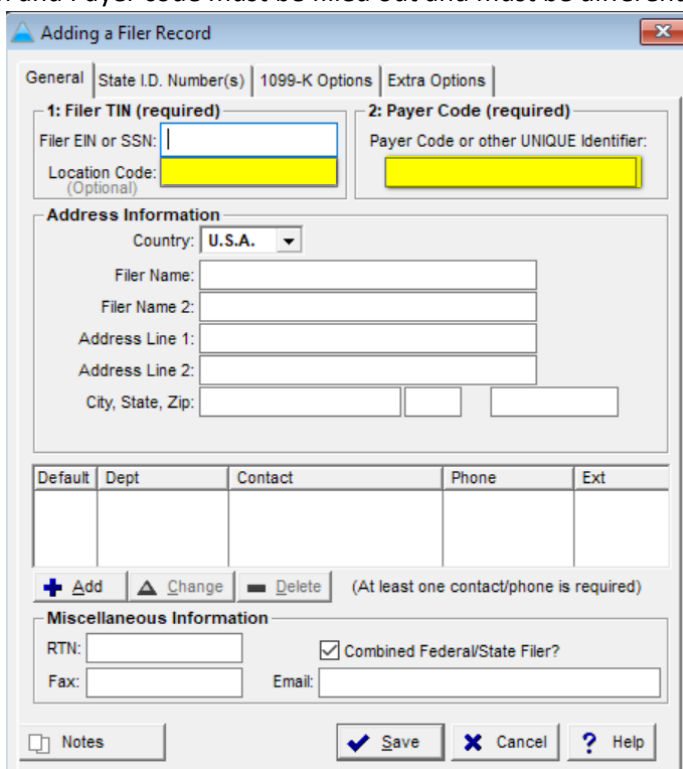


## Step 1: Creating a Duplicate Filer

- Create a new filer with the same credentials as the original filer except for the Payer Code and the Location Code.

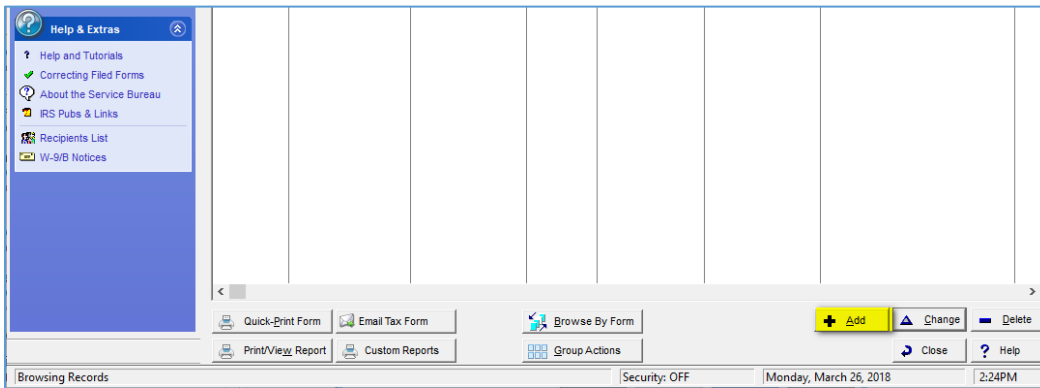


- Location and Payer code must be filled out and must be different from the original filers.

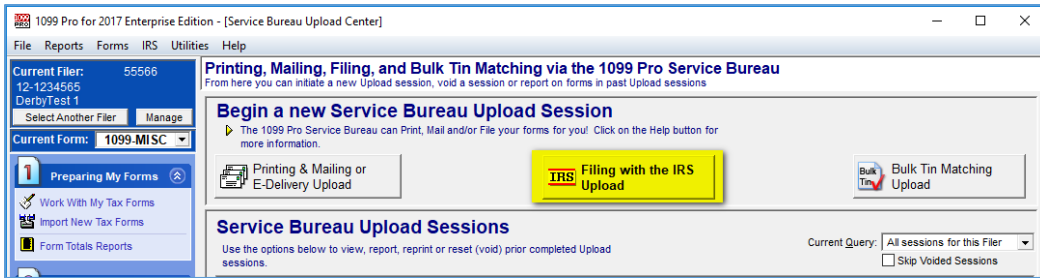


**Step 2: Recreating Forms and Placing in a Filed Status**

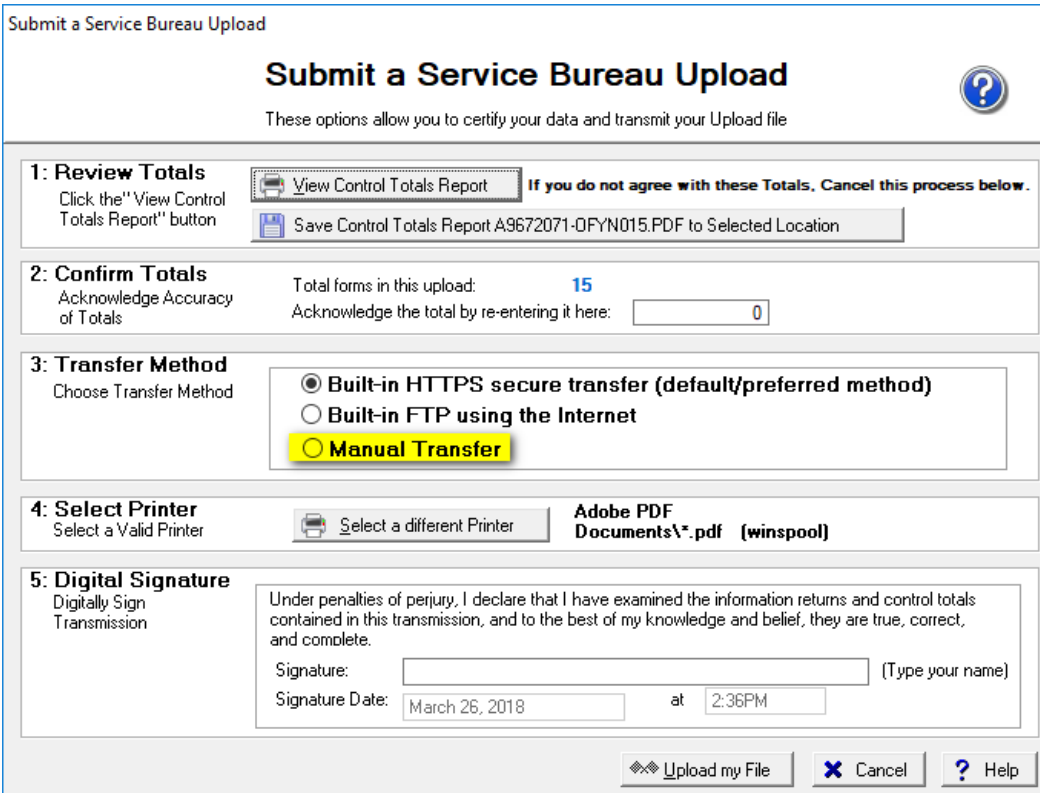
- Go to "Work with my Tax Forms" under the new filer -> Add. Fill this form out with the same information as the last form that was filed for this recipient.



- Go to "Via the Service Bureau" -> "Filing with the IRS Upload" and file as original.



- Select "Manual Transfer"



**Step 3: Creating Your Corrections**

- Finish the upload session. Ensure forms have a status of “SB Filing” or “SB Print/File”.

1099 Pro for 2017 Enterprise Edition - [Browse Form 1099-Misc Records]

File Reports Forms IRS Utilities Help

Current Filer: 55566  
12-1234565  
DerbyTest 1  
Select Another Filer Manage

Current Form: 1099-MISC

Form 1099-MISC: Enter, Update and View  
This is where you can create new 1099-MISC Forms or update existing Forms (asterisk in status = warning)

Current Sort/View: +By TIN

Search TIN:  TIP: Enter TIN digits without the dashes

Recipient TIN	Last Name/Company	First Name	Status	Account
123-22-1002	ADAM	LILLIAN	SB Filing	AC-05
123-22-1002	Last Name 123456789 12	First Name 123456789 1	SB Filing	accountxxxxxaccou
123-22-1031	BASILE	ANTHONY	SB Filing	AC-06
123-22-1031	BASILE	ANTHONY	SB Filing	AC-06
123-22-1032	NORTON	DONALD G	SB Filing	AC-04
123-22-1033	NORTON	WALLACE G	SB Filing	AC-01
123-22-1033	NORTON	WALLACE G	SB Filing	123456
123-22-1049	YOUNG	MANUEL	SB Filing	AC-07
123-22-1050	BROWN	JAMES	SB Filing	AC-15
144-22-1027	OSAKI	JAMES	SB Filing	AC-03
555-22-1234	Tuna	Charlie	SB Filing	AC-56
555-33-1234	Birch	Karen	SB Filing	AC-73
77-7441233	ACME Hardware, Inc.		SB Filing	AC-32
77-7441234	5-Star Software, Inc.		SB Filing	AC-38
95-1234567	Action Investments		SB Filing	AC-02

- Find the form in question, double click on it, and select “Create Correction”. Save your changes when done and you’re set!

1099 Pro 1099-MISC Protected Form Update Options

**This is a Protected Form**  
Form Status: **Uploaded to Service Bureau for Filing**  
Recipient: **DONALD G NORTON**

**Form Options**  
Because this form has been printed, filed or uploaded, it can no longer be updated.

**View the Form** View the form as originally printed (the contents cannot be changed except for the Form Category field)

**Create Correction** Create a corrected version of this previously filed form to submit to the IRS. Use for TIN/Name/Address changes, amount changes, and so on.

**Filed Wrong Form** Use this option for special cases where the wrong form type was filed, e.g., you filed a 1099-INT when you should have used a 1098.

**Form History**

Imported on: **JAN 23,2018 as Pending** Filing Upld: **MAR 26,2018**  
Last changed: **n/a** Filed via: **Svc Bureau**  
Forms Printed: **n/a** Date Voided: **n/a**

Reprint this form Field Update History Close Help