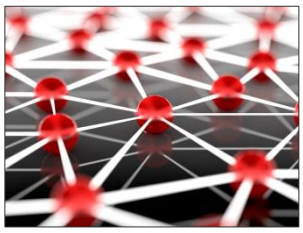
1099 Pro, Inc. Service Bureau

Upload Wizard Screenshots



Service Bureau Support:
866-444-3559

Version: June 2012

1.

1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
Filing My Forms
Filing on Paper (via 1096)
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Via the Service Bureau
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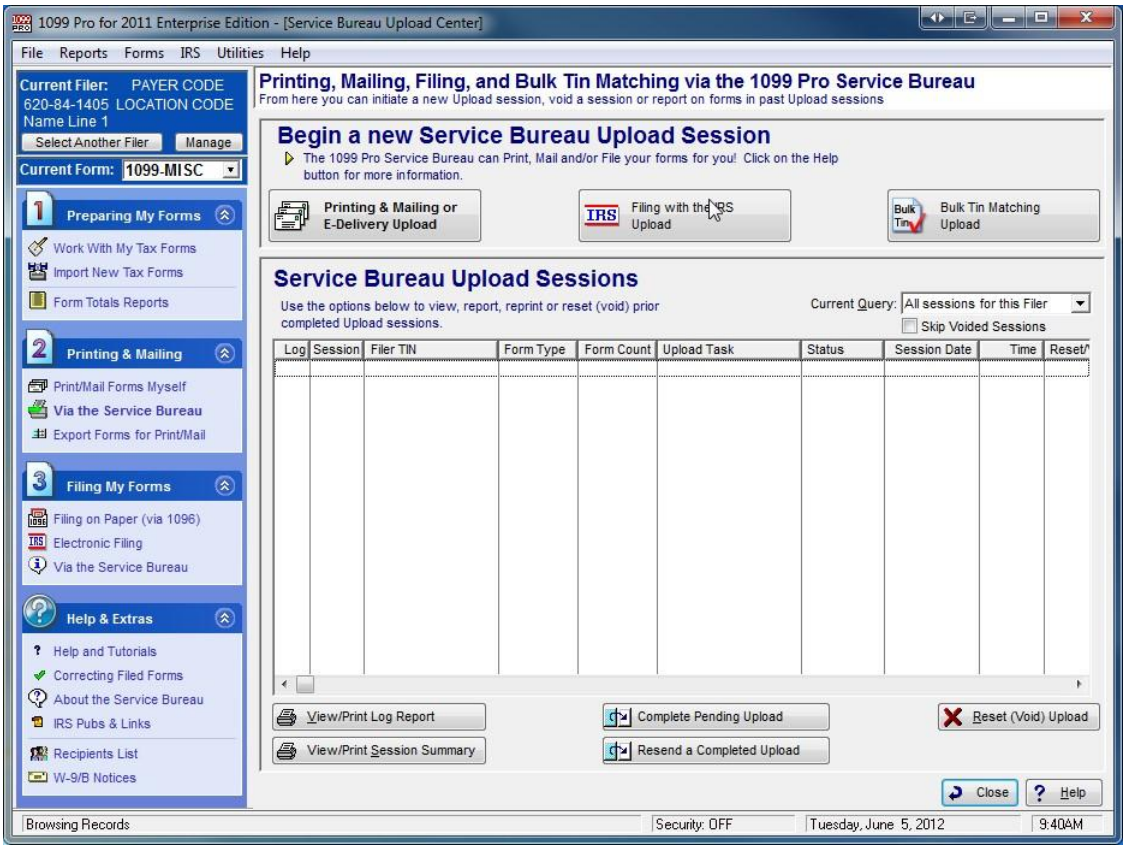
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
1099 Pro Central
Enterprise Edition Server v2011.14.20
Click on an option below to view it...
Overview
To-Do
Help/Videos
Compliance
Services
Getting Ready -- First Things First
You must create Filers before you can create Tax Forms.
TIP: A "Filer" is Company or person telling the IRS that they made a payment to someone. When using Pro, YOU are a Filer.
Manage My Filers
Preparing My Forms
Assembling and verifying all of the information that will be used to create your tax forms. Also, fixing issues with previously Filed forms.
Printing And Mailing My Forms
Sending the tax forms to your Recipients. You can do this yourself or have Pro or another service provider do it for you.
Filing My Forms With the IRS
Submitting your finalized tax forms to the IRS. This can be done on paper or electronically (the preferred method.)
Corrections?
What's Next? (Creating Corrections, if needed)
If everything was right the first time, you are done! If you need to correct a form, you go back to Step 1 and update the form to create a correction.
Security: OFF
Tuesday, June 5, 2012
9:40AM

2.


1099 Pro for 2011 Enterprise Edition - [Service Bureau Upload Center]
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
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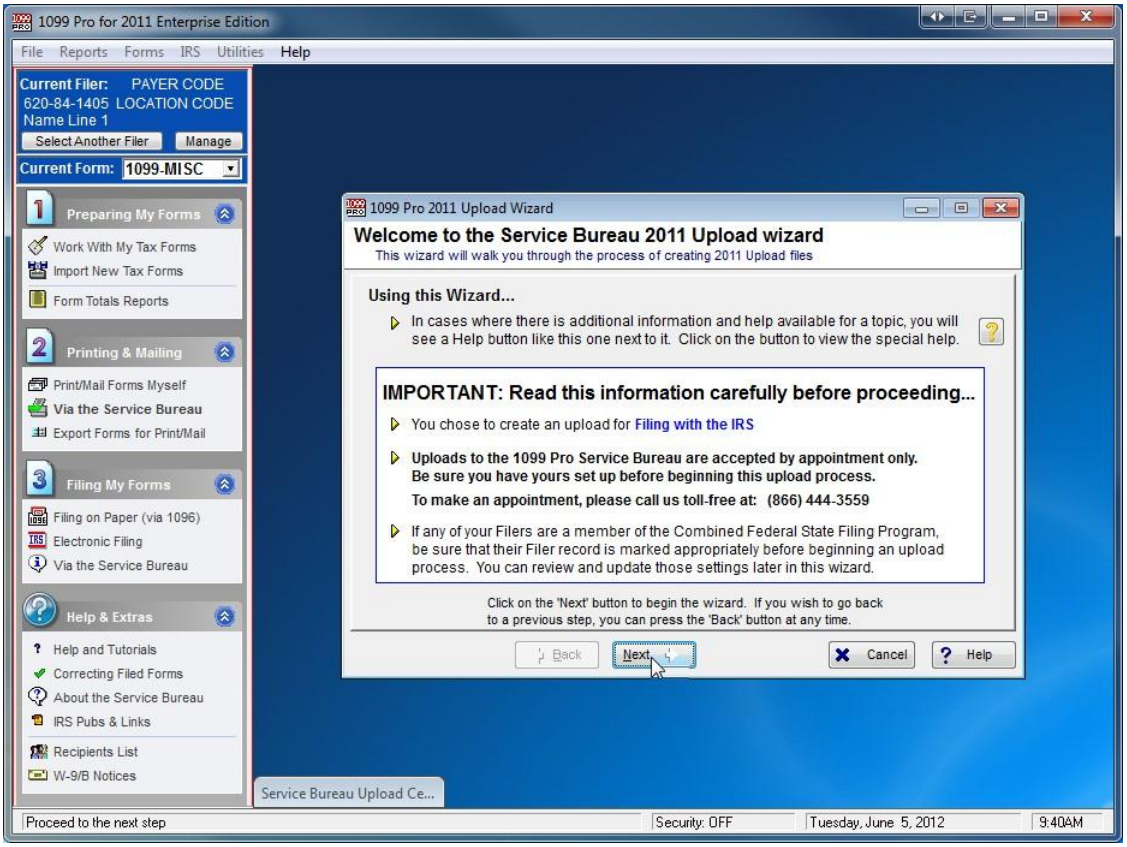
Printing, Mailing, Filing, and Bulk Tin Matching via the 1099 Pro Service Bureau
From here you can initiate a new Upload session, void a session or report on forms in past Upload sessions
Begin a new Service Bureau Upload Session
The 1099 Pro Service Bureau can Print, Mail and/or File your forms for you! Click on the Help button for more information.
Printing & Mailing or E-Delivery Upload
Filing with the IRS Upload
Bulk Tin Matching Upload
Service Bureau Upload Sessions
Use the options below to view, report, reprint or reset (void) prior completed Upload sessions.
Current Query: All sessions for this Filer
Skip Voided Sessions
Log Session Filer TIN Form Type Form Count Upload Task Status Session Date Time Reset/
View/Print Log Report
View/Print Session Summary
Complete Pending Upload
Resend a Completed Upload
Reset (Void) Upload
Close
Help
Browsing Records
Security: OFF
Tuesday, June 5, 2012
9:40AM

3.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
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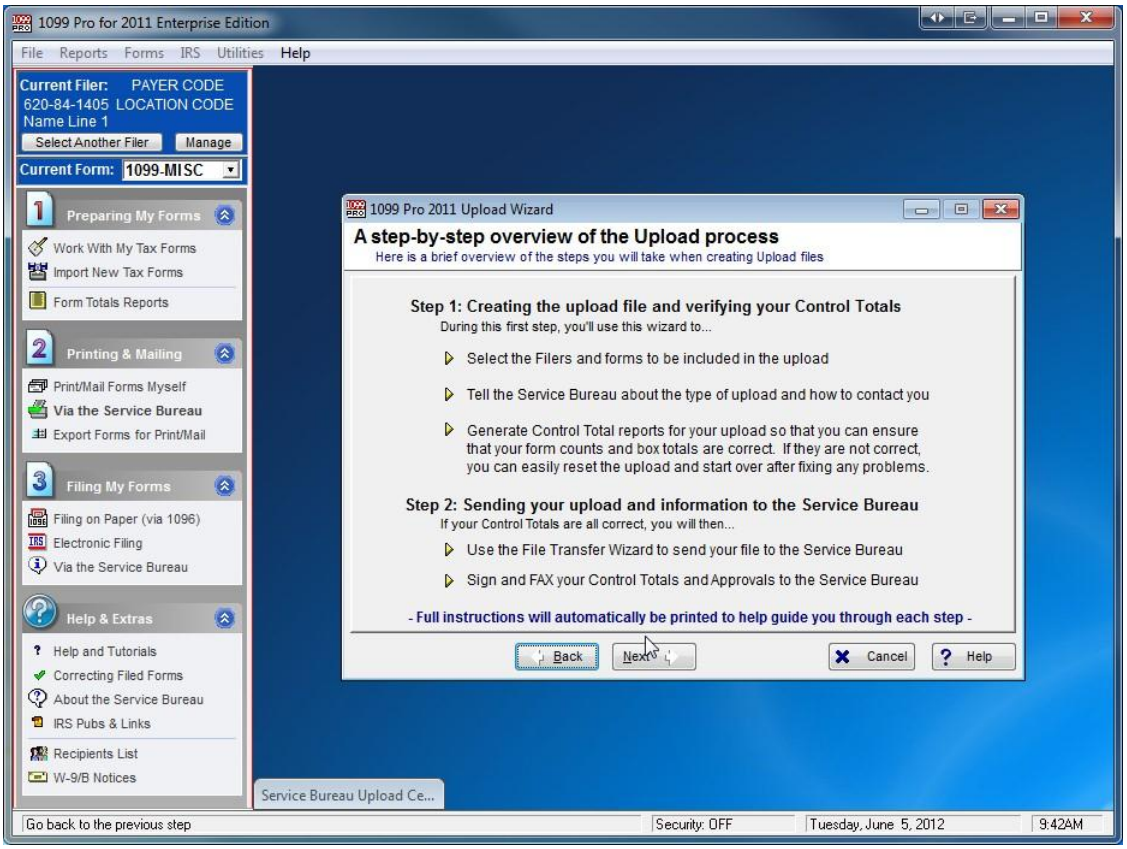
1099 Pro 2011 Upload Wizard
Welcome to the Service Bureau 2011 Upload wizard
This wizard will walk you through the process of creating 2011 Upload files
Using this Wizard...
In cases where there is additional information and help available for a topic, you will see a Help button like this one next to it. Click on the button to view the special help.
IMPORTANT: Read this information carefully before proceeding...
You chose to create an upload for Filing with the IRS
Uploads to the 1099 Pro Service Bureau are accepted by appointment only.
Be sure you have yours set up before beginning this upload process.
To make an appointment, please call us toll-free at: (866) 444-3559
If any of your Filers are a member of the Combined Federal State Filing Program, be sure that their Filer record is marked appropriately before beginning an upload process. You can review and update those settings later in this wizard.
Click on the 'Next' button to begin the wizard. If you wish to go back to a previous step, you can press the 'Back' button at any time.
Back Next Cancel Help
Service Bureau Upload Ce...
Proceed to the next step
Security: OFF
Tuesday, June 5, 2012
9:40AM

4.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
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Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
A step-by-step overview of the Upload process
Here is a brief overview of the steps you will take when creating Upload files
Step 1: Creating the upload file and verifying your Control Totals
During this first step, you'll use this wizard to...
Select the Filers and forms to be included in the upload
Tell the Service Bureau about the type of upload and how to contact you
Generate Control Total reports for your upload so that you can ensure that your form counts and box totals are correct. If they are not correct, you can easily reset the upload and start over after fixing any problems.
Step 2: Sending your upload and information to the Service Bureau
If your Control Totals are all correct, you will then...
Use the File Transfer Wizard to send your file to the Service Bureau
Sign and FAX your Control Totals and Approvals to the Service Bureau
- Full instructions will automatically be printed to help guide you through each step -
Back Next Cancel Help
Service Bureau Upload Ce...
Go back to the previous step
Security: OFF
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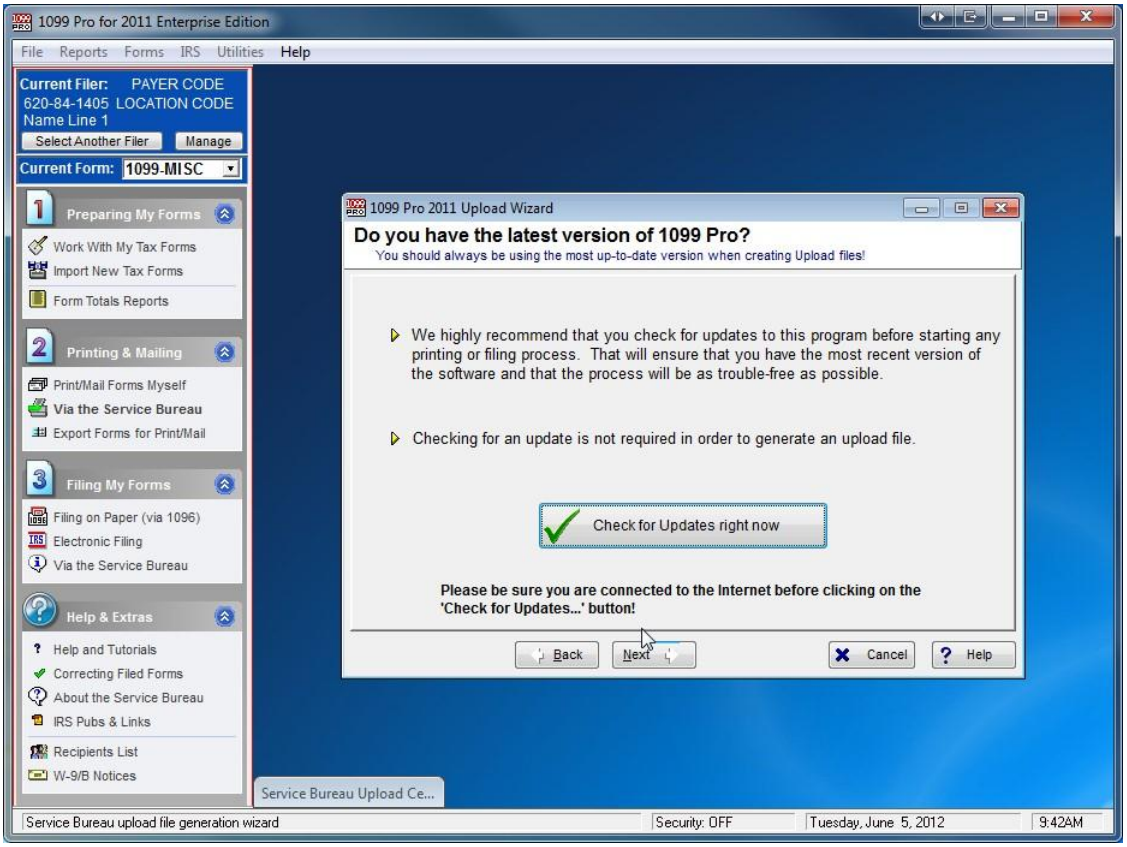
9:42AM

5.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Do you have the latest version of 1099 Pro?
You should always be using the most up-to-date version when creating Upload files!
We highly recommend that you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and that the process will be as trouble-free as possible.
Checking for an update is not required in order to generate an upload file.
Check for Updates right now
Please be sure you are connected to the Internet before clicking on the 'Check for Updates...' button!
Back Next Cancel Help
Service Bureau Upload Ce...
Service Bureau upload file generation wizard
Security: OFF
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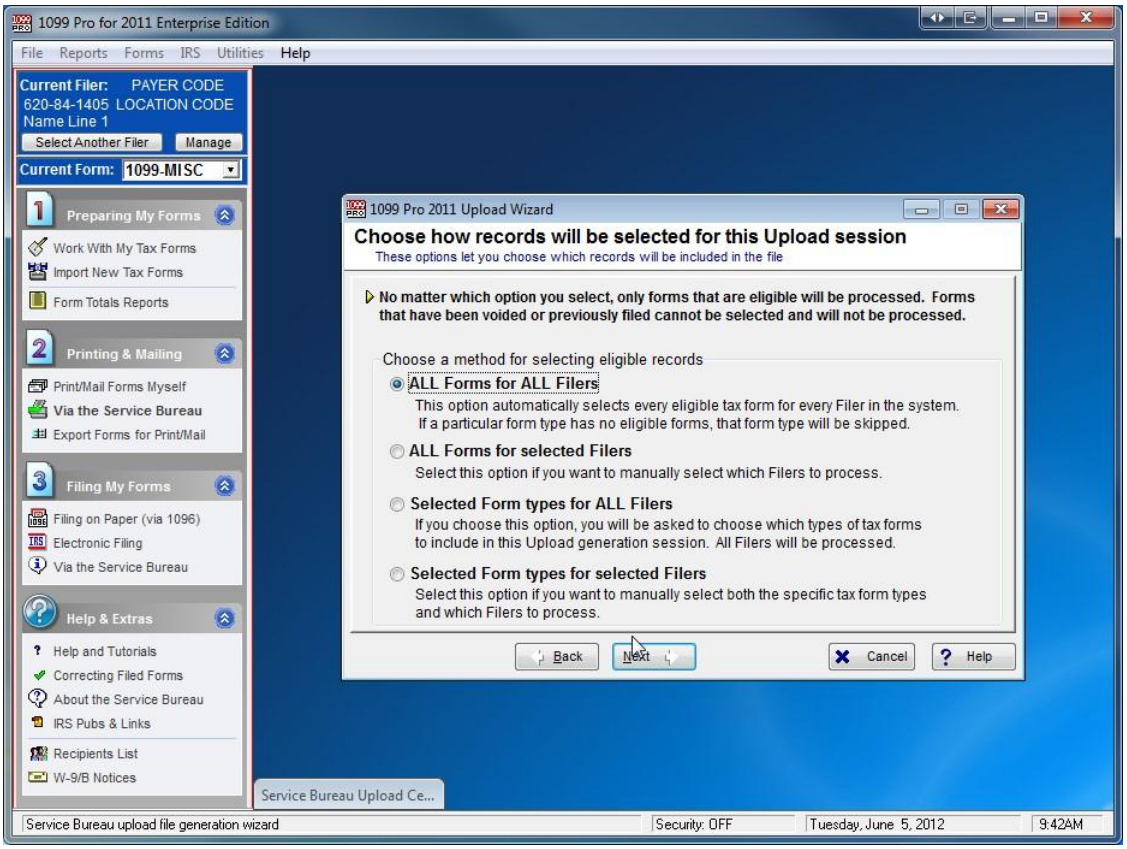
6.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
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Select Another Filer Manage
Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Choose how records will be selected for this Upload session
These options let you choose which records will be included in the file
No matter which option you select, only forms that are eligible will be processed. Forms that have been voided or previously filed cannot be selected and will not be processed.
Choose a method for selecting eligible records
ALL Forms for ALL Filers
This option automatically selects every eligible tax form for every Filer in the system. If a particular form type has no eligible forms, that form type will be skipped.
ALL Forms for selected Filers
Select this option if you want to manually select which Filers to process.
Selected Form types for ALL Filers
If you choose this option, you will be asked to choose which types of tax forms to include in this Upload generation session. All Filers will be processed.
Selected Form types for selected Filers
Select this option if you want to manually select both the specific tax form types and which Filers to process.
Back Next Cancel Help
Service Bureau Upload Ce...
Service Bureau upload file generation wizard
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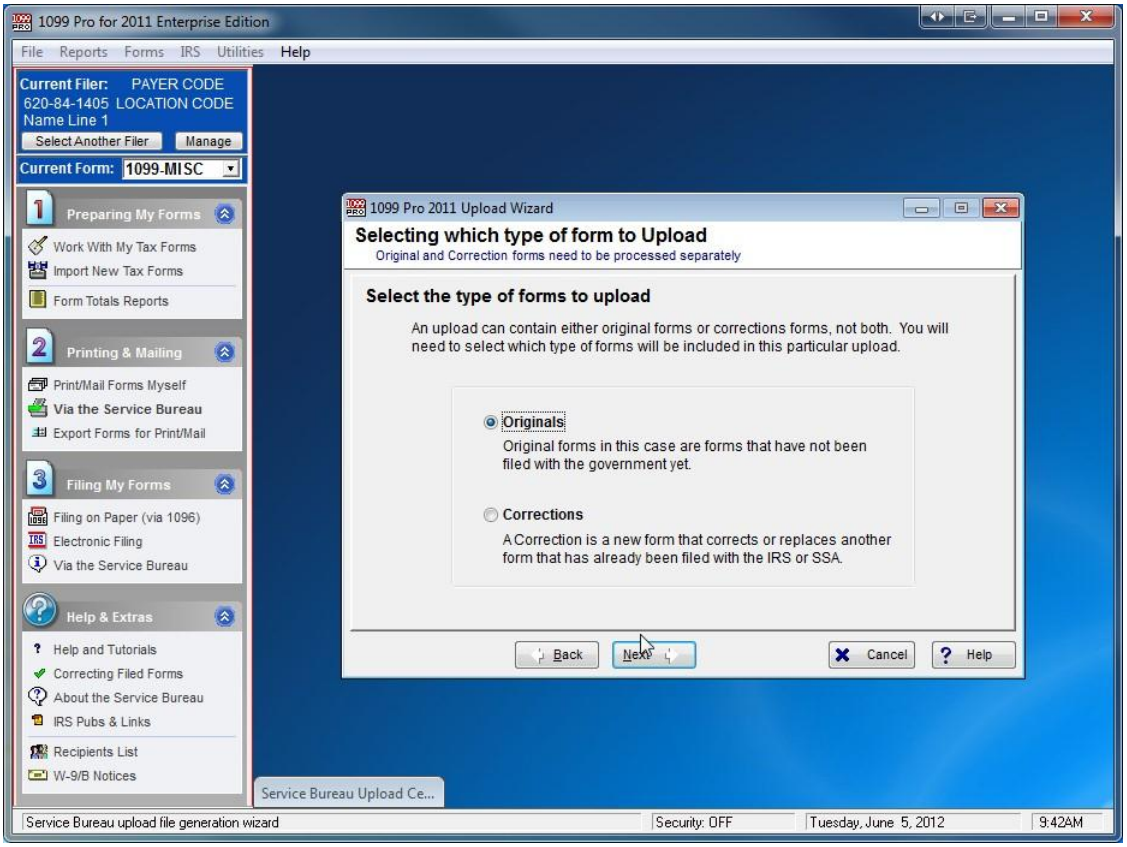
7.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
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1099 Pro 2011 Upload Wizard
Selecting which type of form to Upload
Original and Correction forms need to be processed separately
Select the type of forms to upload
An upload can contain either original forms or corrections forms, not both. You will need to select which type of forms will be included in this particular upload.
Originals
Original forms in this case are forms that have not been filed with the government yet.
Corrections
A Correction is a new form that corrects or replaces another form that has already been filed with the IRS or SSA.
Back Next Cancel Help
Service Bureau Upload Ce...
Service Bureau upload file generation wizard
Security: OFF
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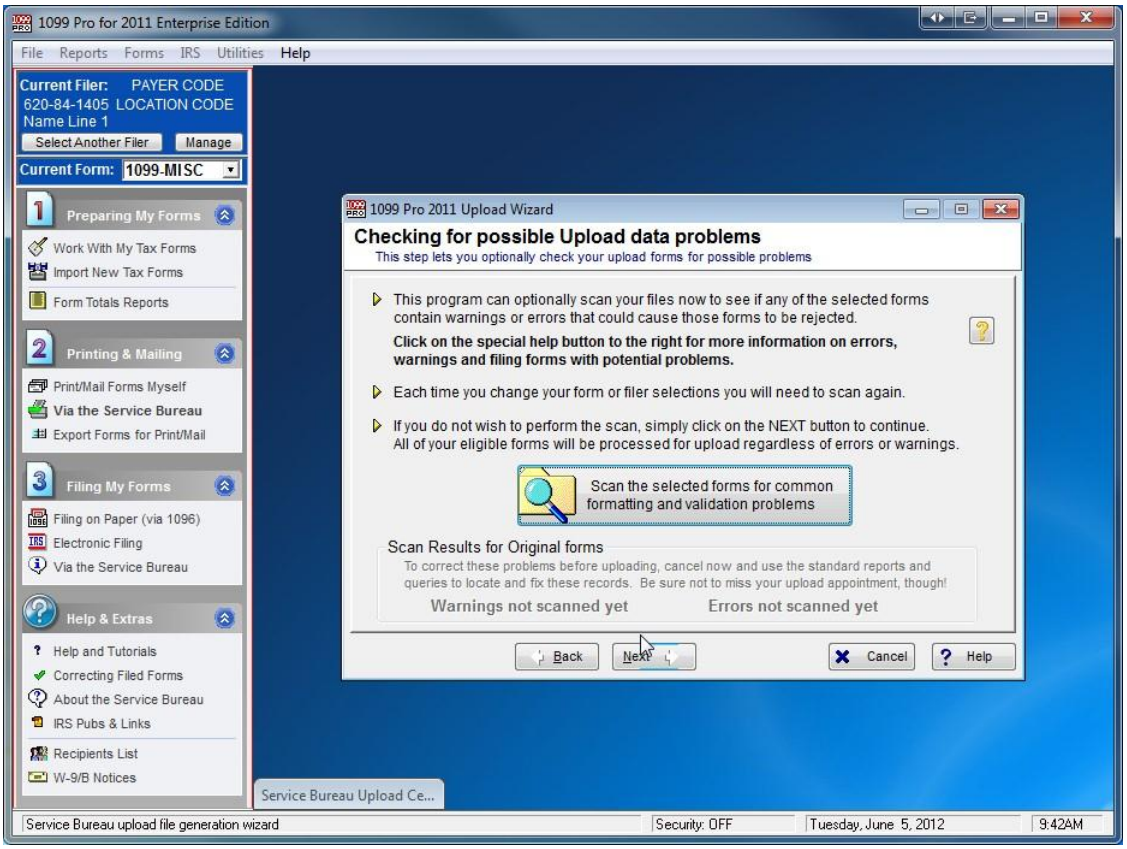
8.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Checking for possible Upload data problems
This step lets you optionally check your upload forms for possible problems
This program can optionally scan your files now to see if any of the selected forms contain warnings or errors that could cause those forms to be rejected.
Click on the special help button to the right for more information on errors, warnings and filing forms with potential problems.
Each time you change your form or filer selections you will need to scan again.
If you do not wish to perform the scan, simply click on the NEXT button to continue. All of your eligible forms will be processed for upload regardless of errors or warnings.
Scan the selected forms for common formatting and validation problems
Scan Results for Original forms
To correct these problems before uploading, cancel now and use the standard reports and queries to locate and fix these records. Be sure not to miss your upload appointment, though!
Warnings not scanned yet
Errors not scanned yet
Back Next Cancel Help
Service Bureau Upload Ce...
Service Bureau upload file generation wizard
Security: OFF
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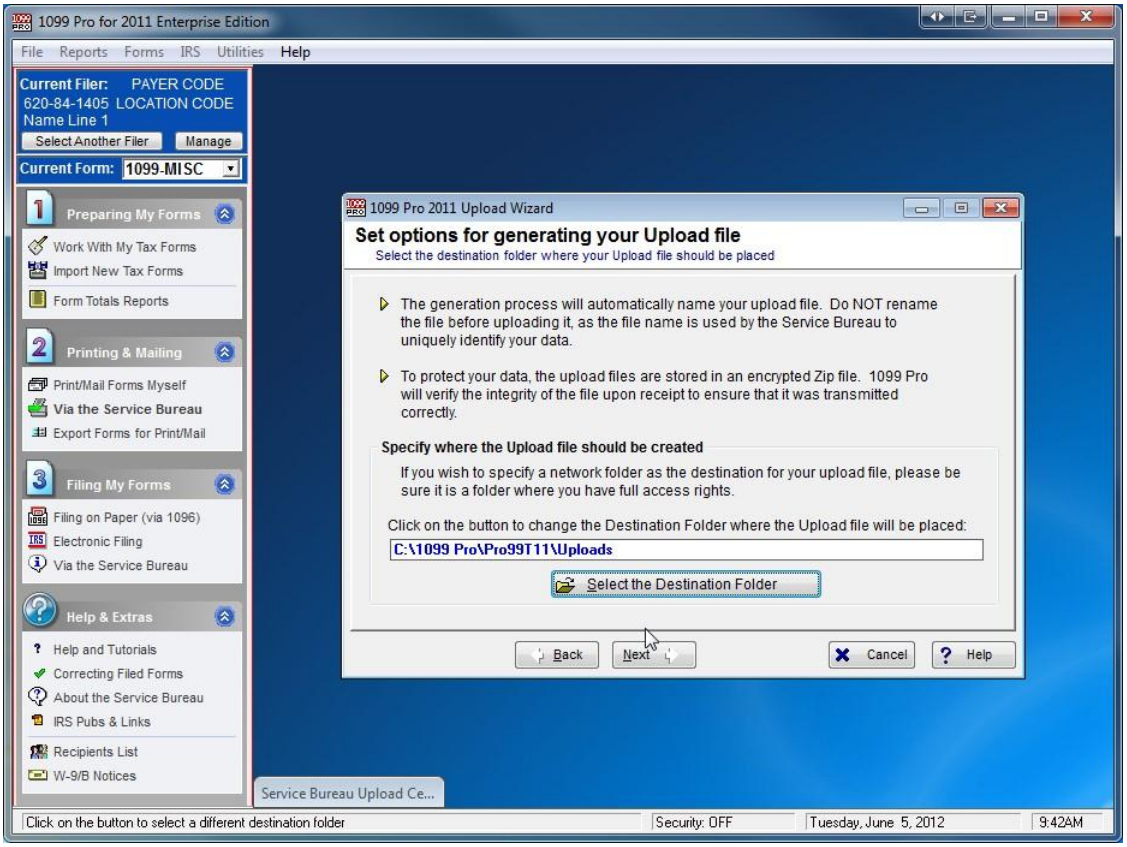
9.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer
Manage
Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Set options for generating your Upload file
Select the destination folder where your Upload file should be placed
The generation process will automatically name your upload file. Do NOT rename the file before uploading it, as the file name is used by the Service Bureau to uniquely identify your data.
To protect your data, the upload files are stored in an encrypted Zip file. 1099 Pro will verify the integrity of the file upon receipt to ensure that it was transmitted correctly.
Specify where the Upload file should be created
If you wish to specify a network folder as the destination for your upload file, please be sure it is a folder where you have full access rights.
Click on the button to change the Destination Folder where the Upload file will be placed:
C:\1099 Pro\Pro99T11\Uploads
Select the Destination Folder
Back
Next
Cancel
Help
Service Bureau Upload Ce...
Click on the button to select a different destination folder
Security: OFF
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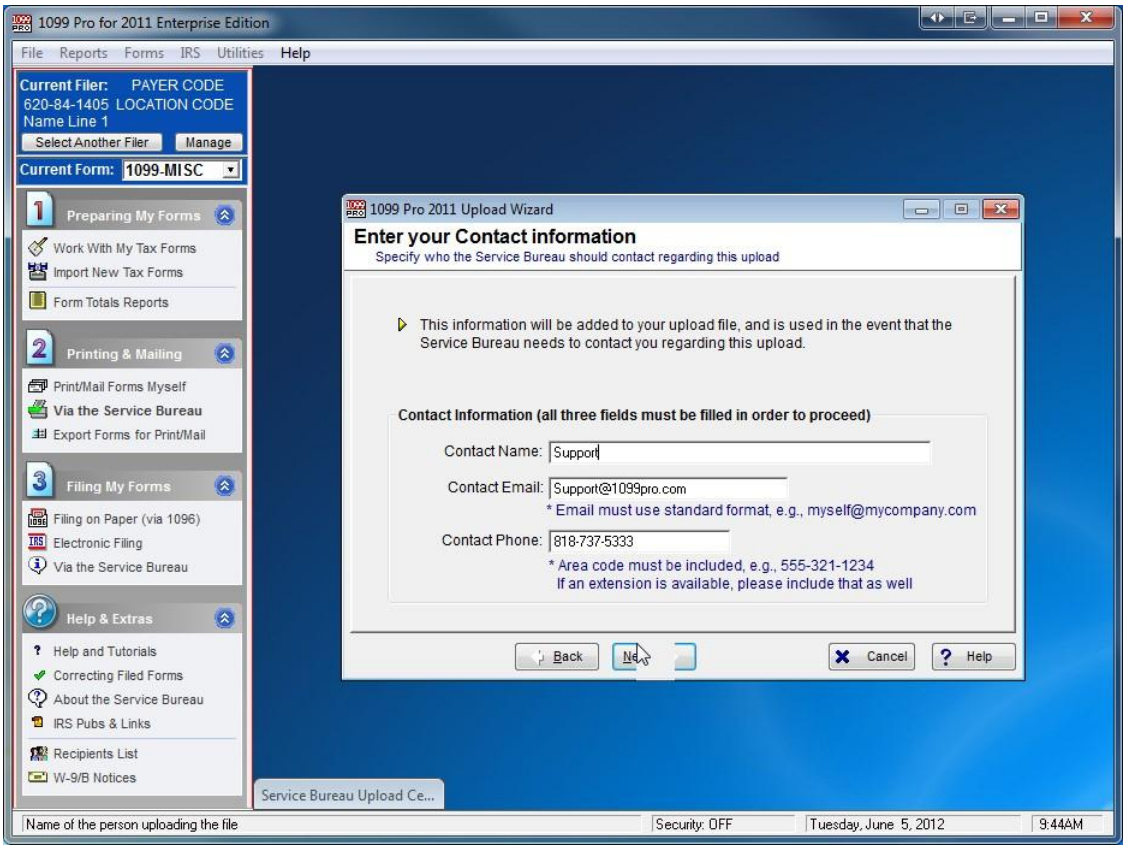
10.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer
Manage
Current Form: 1099-MISC
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Enter your Contact information
Specify who the Service Bureau should contact regarding this upload
This information will be added to your upload file, and is used in the event that the Service Bureau needs to contact you regarding this upload.
Contact Information (all three fields must be filled in order to proceed)
Contact Name: Support
Contact Email: Support@1099pro.com
* Email must use standard format, e.g., myself@mycompany.com
Contact Phone: 818-737-5333
* Area code must be included, e.g., 555-321-1234
If an extension is available, please include that as well
Back
Cancel
Help
Service Bureau Upload Ce...
Name of the person uploading the file
Security: OFF
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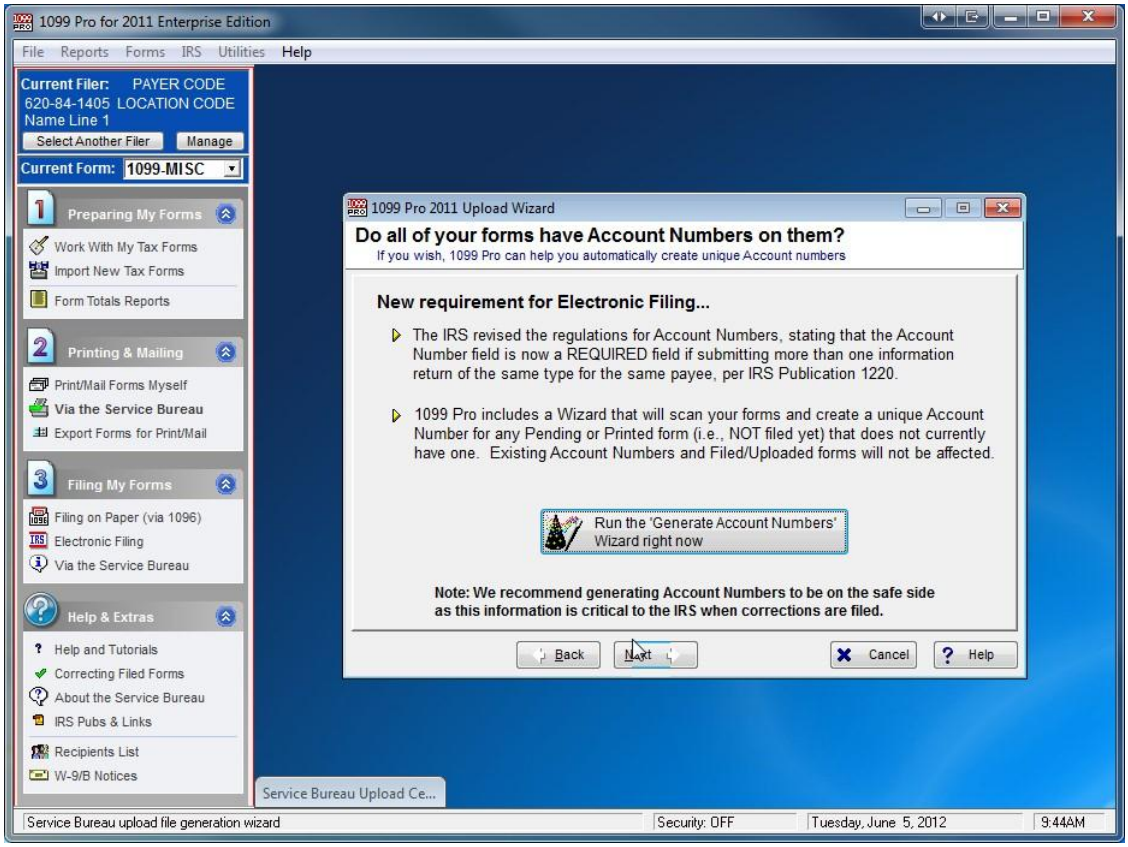
11.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Do all of your forms have Account Numbers on them?
If you wish, 1099 Pro can help you automatically create unique Account numbers
New requirement for Electronic Filing...
The IRS revised the regulations for Account Numbers, stating that the Account Number field is now a REQUIRED field if submitting more than one information return of the same type for the same payee, per IRS Publication 1220.
1099 Pro includes a Wizard that will scan your forms and create a unique Account Number for any Pending or Printed form (i.e., NOT filed yet) that does not currently have one. Existing Account Numbers and Filed/Uploaded forms will not be affected.
Run the 'Generate Account Numbers' Wizard right now
Note: We recommend generating Account Numbers to be on the safe side as this information is critical to the IRS when corrections are filed.
Back Next Cancel Help
Service Bureau Upload Ce...
Service Bureau upload file generation wizard
Security: OFF
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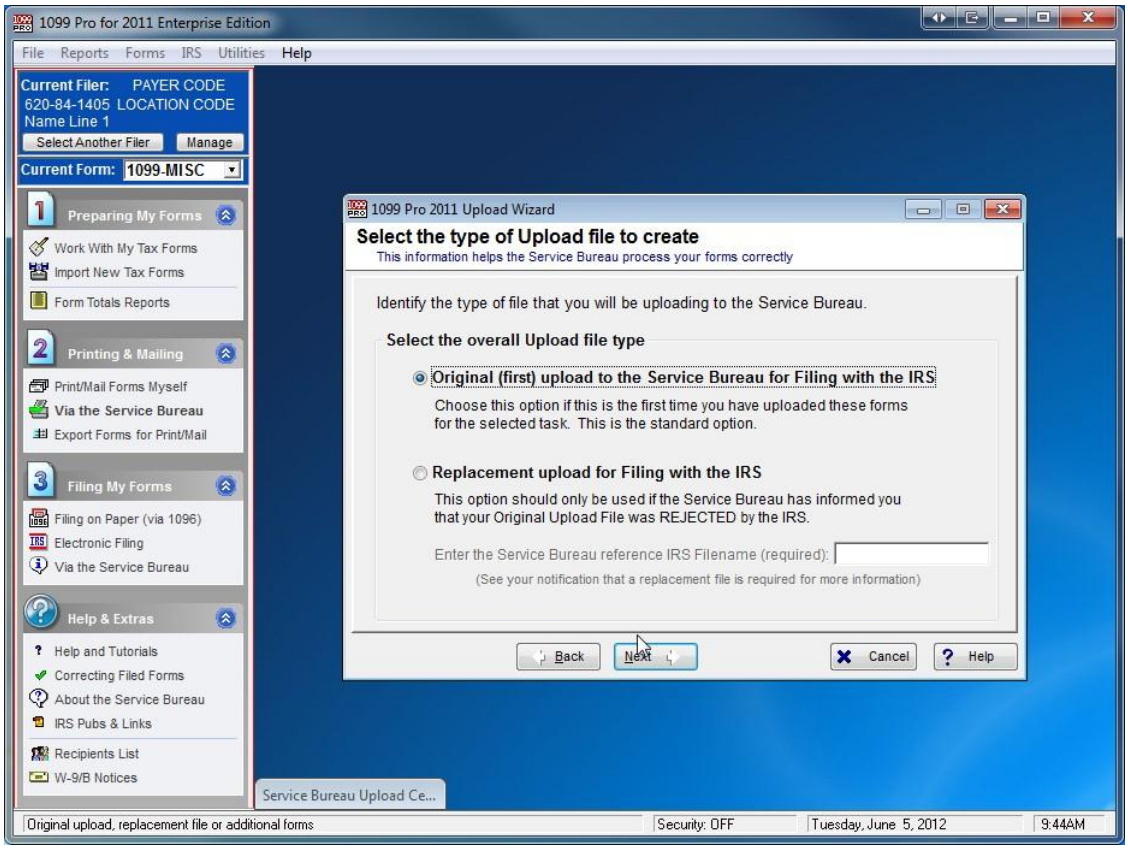
12.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
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Name Line 1
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Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Select the type of Upload file to create
This information helps the Service Bureau process your forms correctly
Identify the type of file that you will be uploading to the Service Bureau.
Select the overall Upload file type
Original (first) upload to the Service Bureau for Filing with the IRS
Choose this option if this is the first time you have uploaded these forms for the selected task. This is the standard option.
Replacement upload for Filing with the IRS
This option should only be used if the Service Bureau has informed you that your Original Upload File was REJECTED by the IRS.
Enter the Service Bureau reference IRS Filename (required):
(See your notification that a replacement file is required for more information)
Back Next Cancel Help
Service Bureau Upload Ce...
Original upload, replacement file or additional forms
Security: OFF
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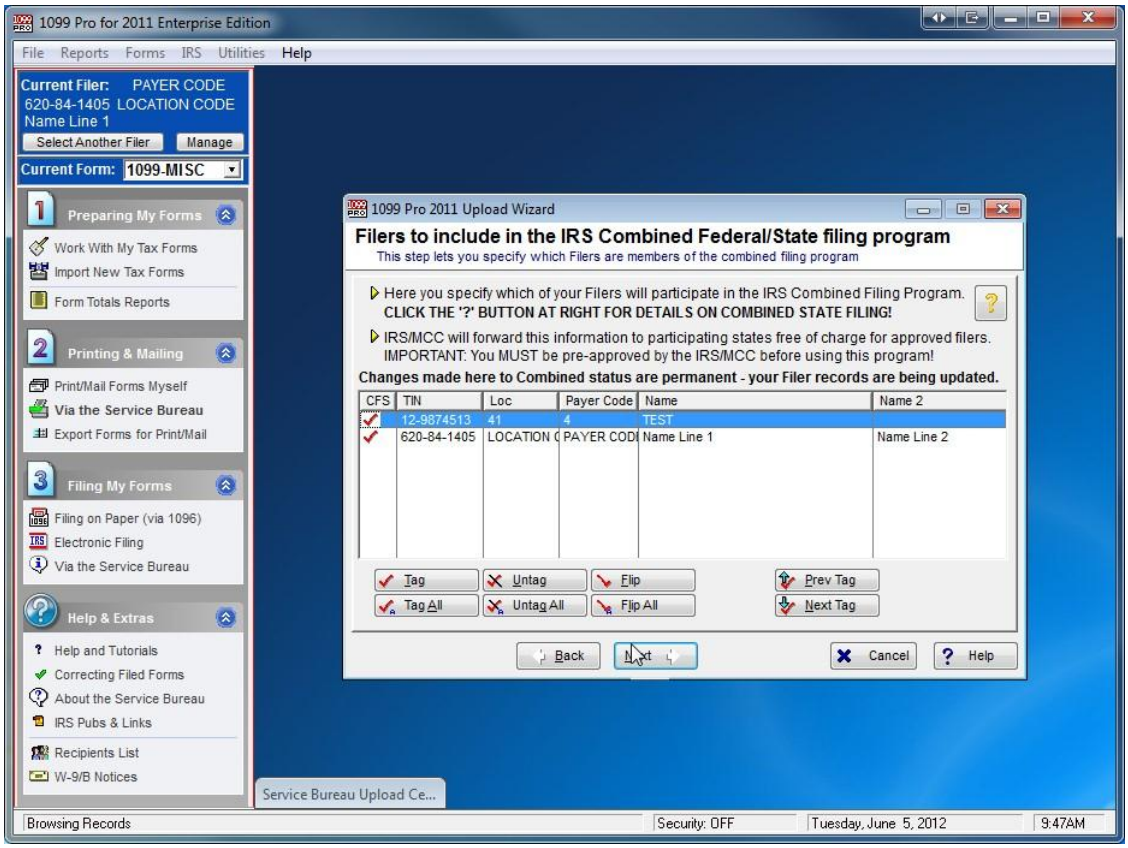
13.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
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Current Form: 1099-MISC
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1099 Pro 2011 Upload Wizard
Filers to include in the IRS Combined Federal/State filing program
This step lets you specify which Filers are members of the combined filing program
Here you specify which of your Filers will participate in the IRS Combined Filing Program.
CLICK THE '?' BUTTON AT RIGHT FOR DETAILS ON COMBINED STATE FILING!
IRS/MCC will forward this information to participating states free of charge for approved filers.
IMPORTANT: You MUST be pre-approved by the IRS/MCC before using this program!
Changes made here to Combined status are permanent - your Filer records are being updated.
CFS TIN Loc Payer Code Name Name 2
12-9874513 41 4 TEST
620-84-1405 LOCATION C PAYER COD Name Line 1 Name Line 2
Tag Untag Flip Prev Tag
Tag All Untag All Flip All Next Tag
Back Next Cancel Help
Service Bureau Upload Ce...
Browsing Records
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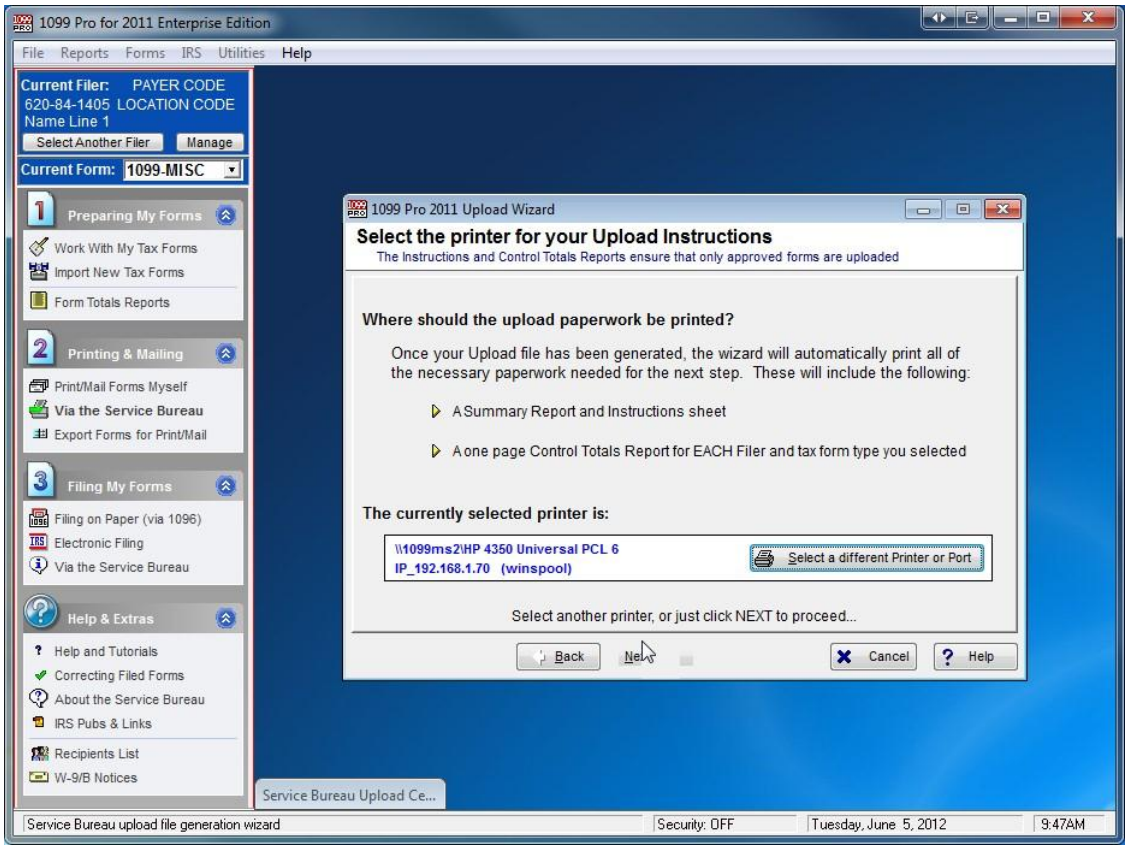
14.


1099 Pro for 2011 Enterprise Edition
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Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
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Select Another Filer Manage
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1099 Pro 2011 Upload Wizard
Select the printer for your Upload Instructions
The Instructions and Control Totals Reports ensure that only approved forms are uploaded
Where should the upload paperwork be printed?
Once your Upload file has been generated, the wizard will automatically print all of the necessary paperwork needed for the next step. These will include the following:
A Summary Report and Instructions sheet
A one page Control Totals Report for EACH Filer and tax form type you selected
The currently selected printer is:
\\1099ms2\HP 4350 Universal PCL 6
IP_192.168.1.70 (winspool)
Select a different Printer or Port
Select another printer, or just click NEXT to proceed...
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Service Bureau Upload Ce...
Service Bureau upload file generation wizard
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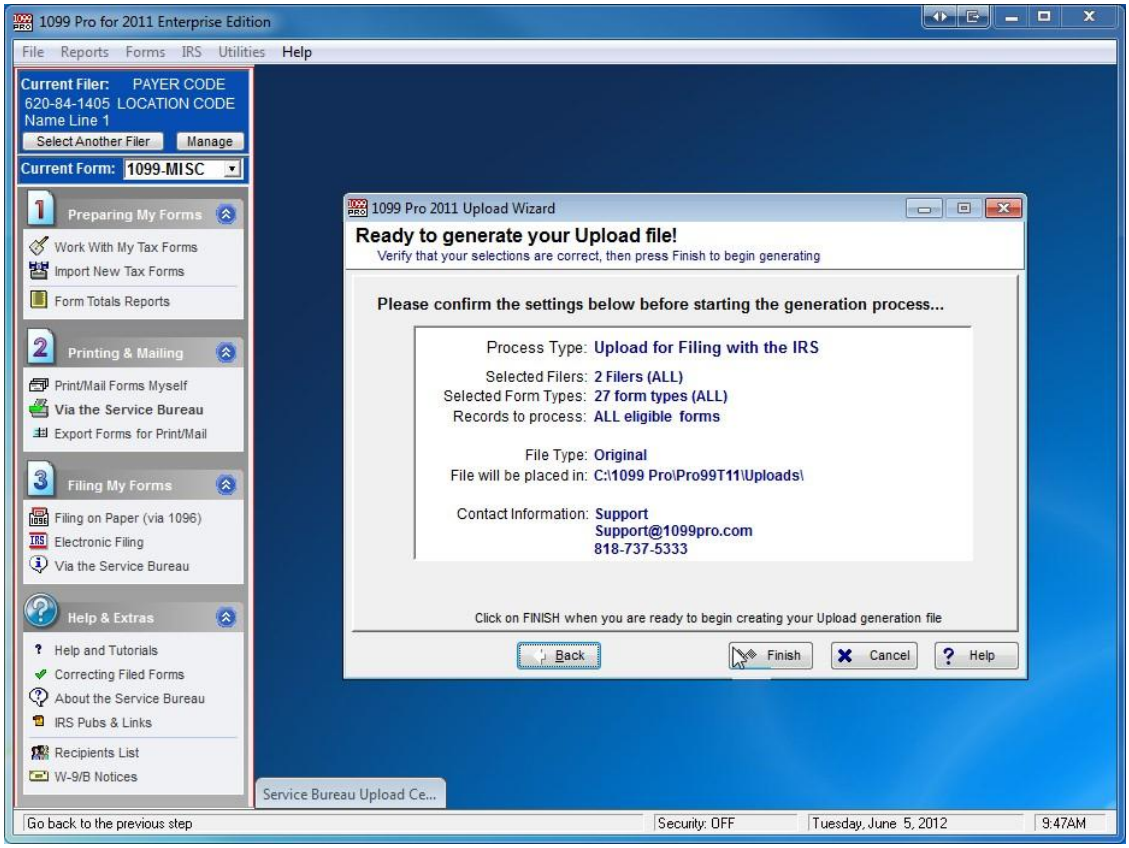
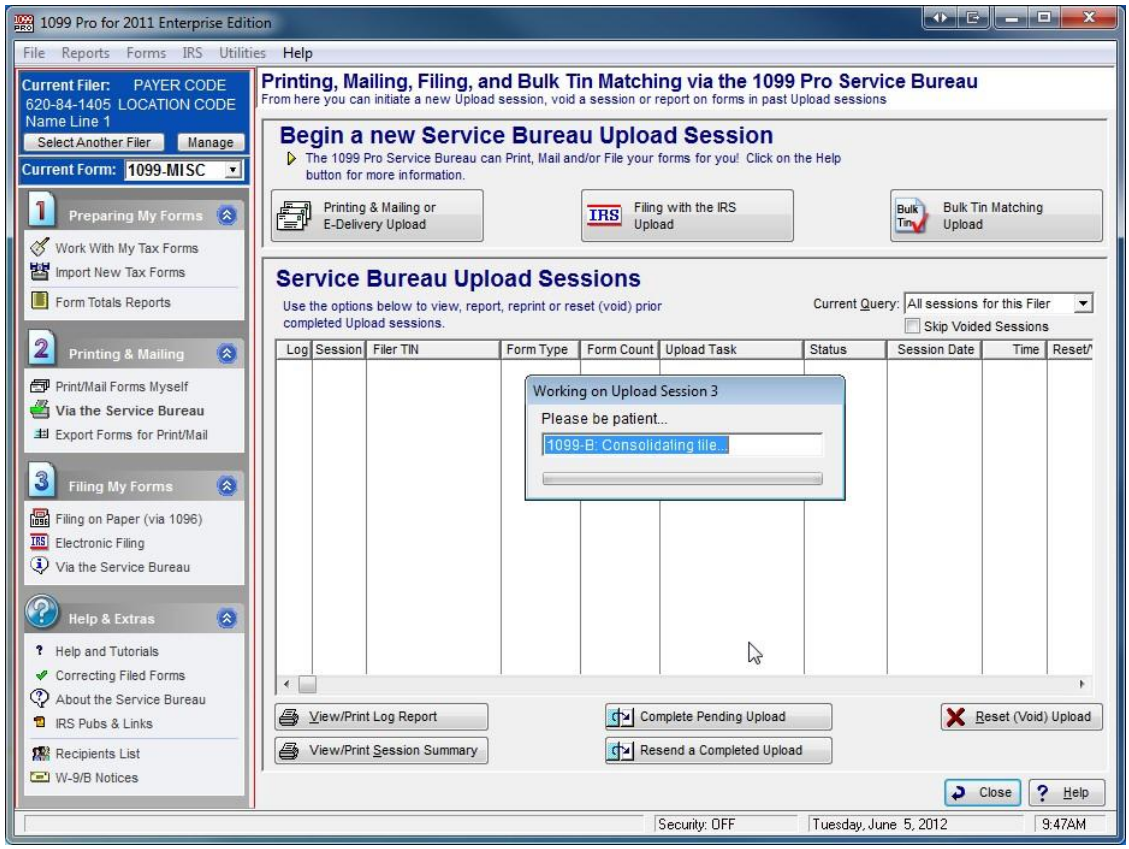
9:47AM

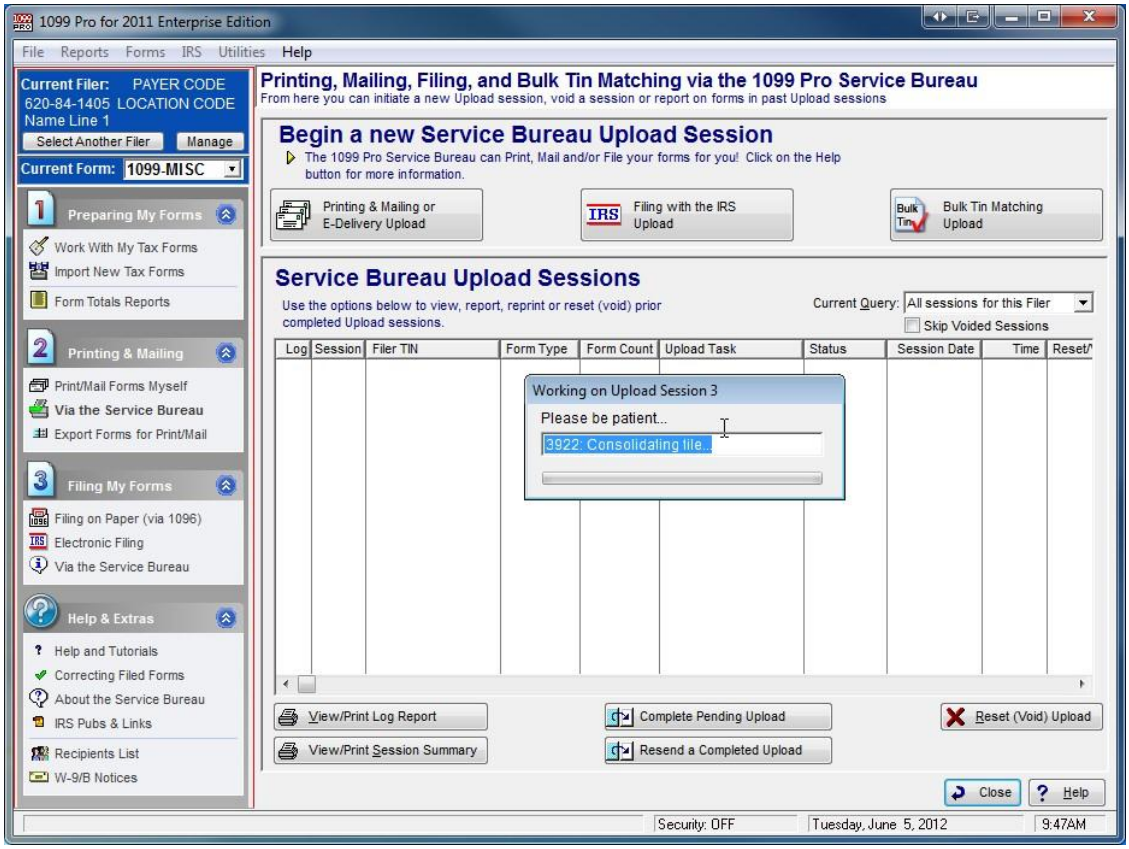
15.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
1099 Pro 2011 Upload Wizard
Ready to generate your Upload file!
Verify that your selections are correct, then press Finish to begin generating
Please confirm the settings below before starting the generation process...
Process Type: Upload for Filing with the IRS
Selected Filers: 2 Filers (ALL)
Selected Form Types: 27 form types (ALL)
Records to process: ALL eligible forms
File Type: Original
File will be placed in: C:\1099 Pro\Pro99T11\Uploads\
Contact Information: Support
Support@1099pro.com
818-737-5333
Click on FINISH when you are ready to begin creating your Upload generation file
Back Finish Cancel Help
Service Bureau Upload Ce...
Go back to the previous step
Security: OFF
Tuesday, June 5, 2012
9:47AM

16.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
Printing, Mailing, Filing, and Bulk Tin Matching via the 1099 Pro Service Bureau
From here you can initiate a new Upload session, void a session or report on forms in past Upload sessions
Begin a new Service Bureau Upload Session
The 1099 Pro Service Bureau can Print, Mail and/or File your forms for you! Click on the Help button for more information.
Printing & Mailing or E-Delivery Upload
Filing with the IRS Upload
Bulk Tin Matching Upload
Service Bureau Upload Sessions
Use the options below to view, report, reprint or reset (void) prior completed Upload sessions.
Current Query: All sessions for this Filer
Skip Voided Sessions
Log Session Filer TIN Form Type Form Count Upload Task Status Session Date Time Reset/
Working on Upload Session 3
Please be patient...
1099-B: Consolidating file...
View/Print Log Report
View/Print Session Summary
Complete Pending Upload
Resend a Completed Upload
Reset (Void) Upload
Close Help
Security: OFF
Tuesday, June 5, 2012
9:47AM

17.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer
Manage
Current Form: 1099-MISC
Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
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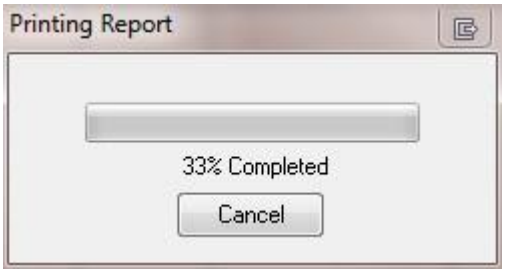
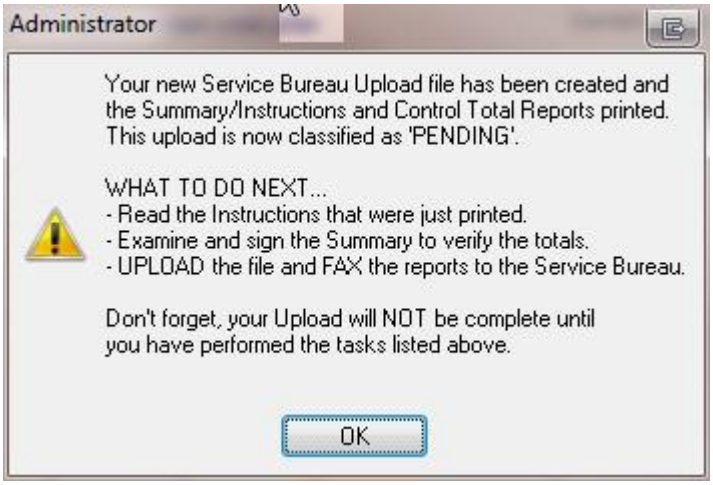
IRS Pubs & Links
Recipients List
W-9/B Notices
Printing, Mailing, Filing, and Bulk Tin Matching via the 1099 Pro Service Bureau
From here you can initiate a new Upload session, void a session or report on forms in past Upload sessions
Begin a new Service Bureau Upload Session
The 1099 Pro Service Bureau can Print, Mail and/or File your forms for you! Click on the Help button for more information.
Printing & Mailing or E-Delivery Upload
Filing with the IRS Upload
Bulk Tin Matching Upload
Service Bureau Upload Sessions
Use the options below to view, report, reprint or reset (void) prior completed Upload sessions.
Current Query: All sessions for this Filer
Skip Voided Sessions
Log Session Filer TIN Form Type Form Count Upload Task Status Session Date Time Reset/
Working on Upload Session 3
Please be patient...
3922: Consolidating file...
View/Print Log Report
View/Print Session Summary
Complete Pending Upload
Resend a Completed Upload
Reset (Void) Upload
Close
Help
Security: OFF
Tuesday, June 5, 2012
9:47AM

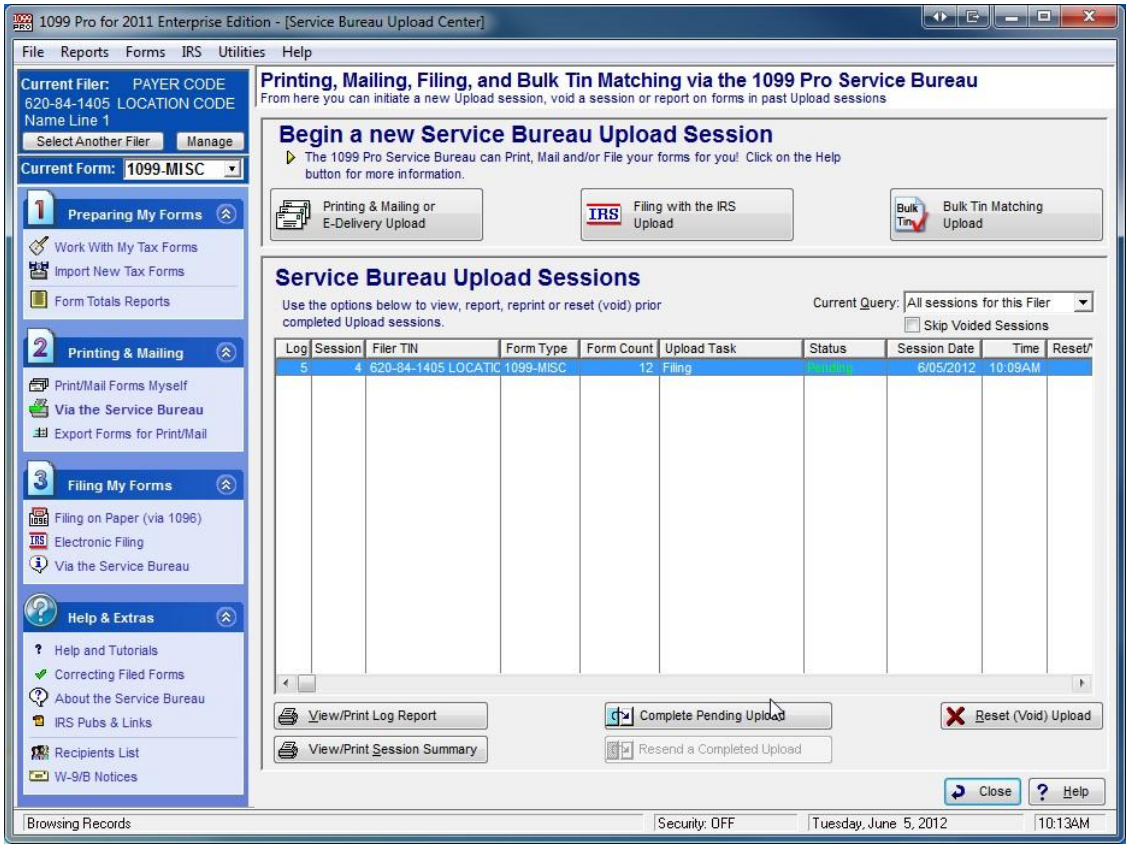
18.


Printing Report
33% Completed
Cancel

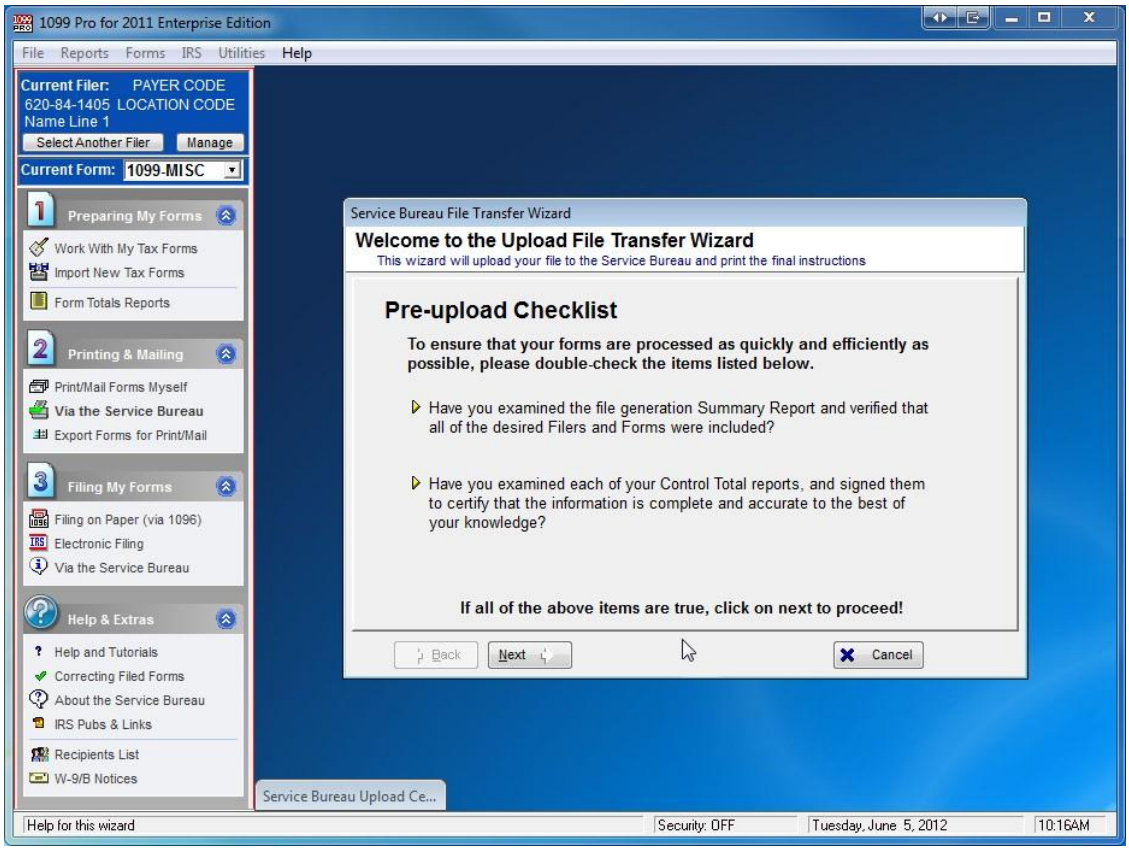
19.


Administrator
Your new Service Bureau Upload file has been created and the Summary/Instructions and Control Total Reports printed. This upload is now classified as 'PENDING'.
WHAT TO DO NEXT...
- Read the Instructions that were just printed.
- Examine and sign the Summary to verify the totals.
- UPLOAD the file and FAX the reports to the Service Bureau.
Don't forget, your Upload will NOT be complete until you have performed the tasks listed above.
OK

20.


1099 Pro for 2011 Enterprise Edition - [Service Bureau Upload Center]
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
1 Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
2 Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
3 Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
Printing, Mailing, Filing, and Bulk Tin Matching via the 1099 Pro Service Bureau
From here you can initiate a new Upload session, void a session or report on forms in past Upload sessions
Begin a new Service Bureau Upload Session
The 1099 Pro Service Bureau can Print, Mail and/or File your forms for you! Click on the Help button for more information.
Printing & Mailing or E-Delivery Upload
Filing with the IRS Upload
Bulk Tin Matching Upload
Service Bureau Upload Sessions
Use the options below to view, report, reprint or reset (void) prior completed Upload sessions.
Current Query: All sessions for this Filer
Skip Voided Sessions
Log Session Filer TIN Form Type Form Count Upload Task Status Session Date Time Reset/
5 4 620-84-1405 LOCATIC 1099-MISC 12 Filing Pending 6/05/2012 10:09AM
View/Print Log Report
View/Print Session Summary
Complete Pending Upload
Resend a Completed Upload
Reset (Void) Upload
Close
Help
Browsing Records
Security: OFF
Tuesday, June 5, 2012
10:13AM

21.


1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
1 Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
2 Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
3 Filing My Forms
Filing on Paper (via 1096)
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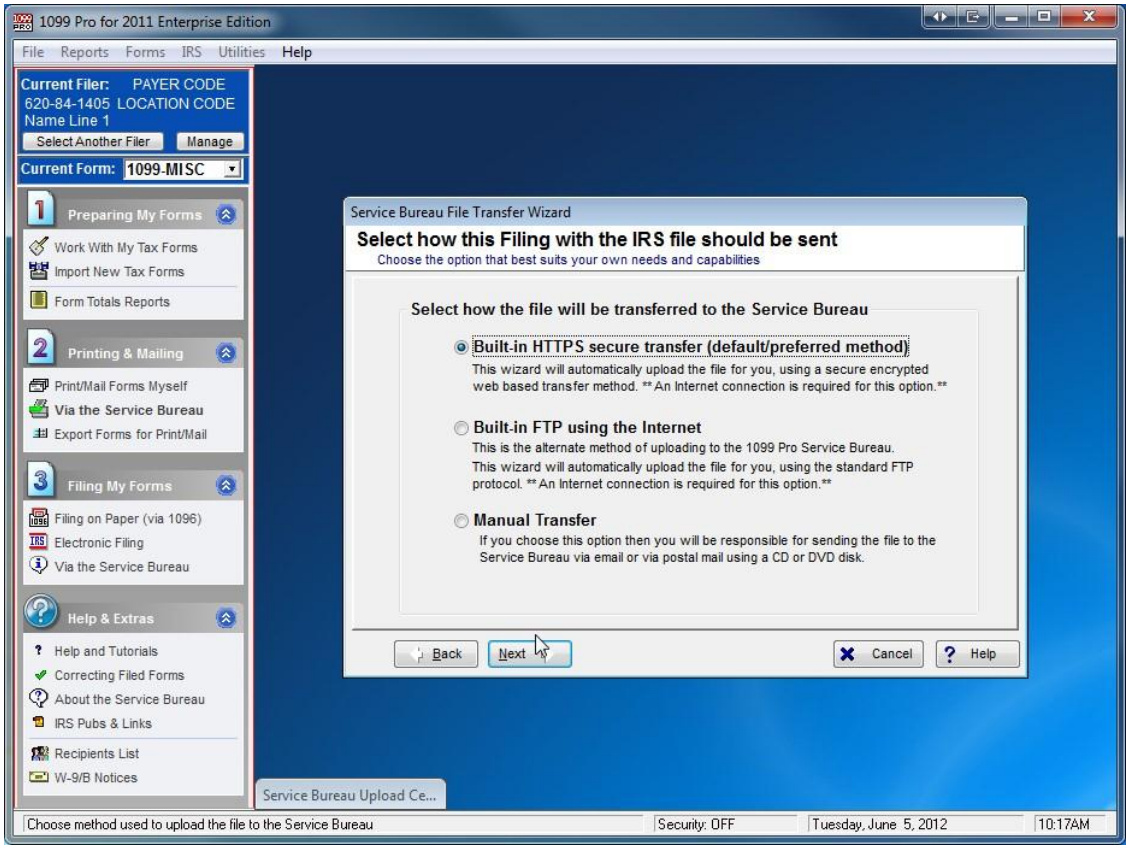
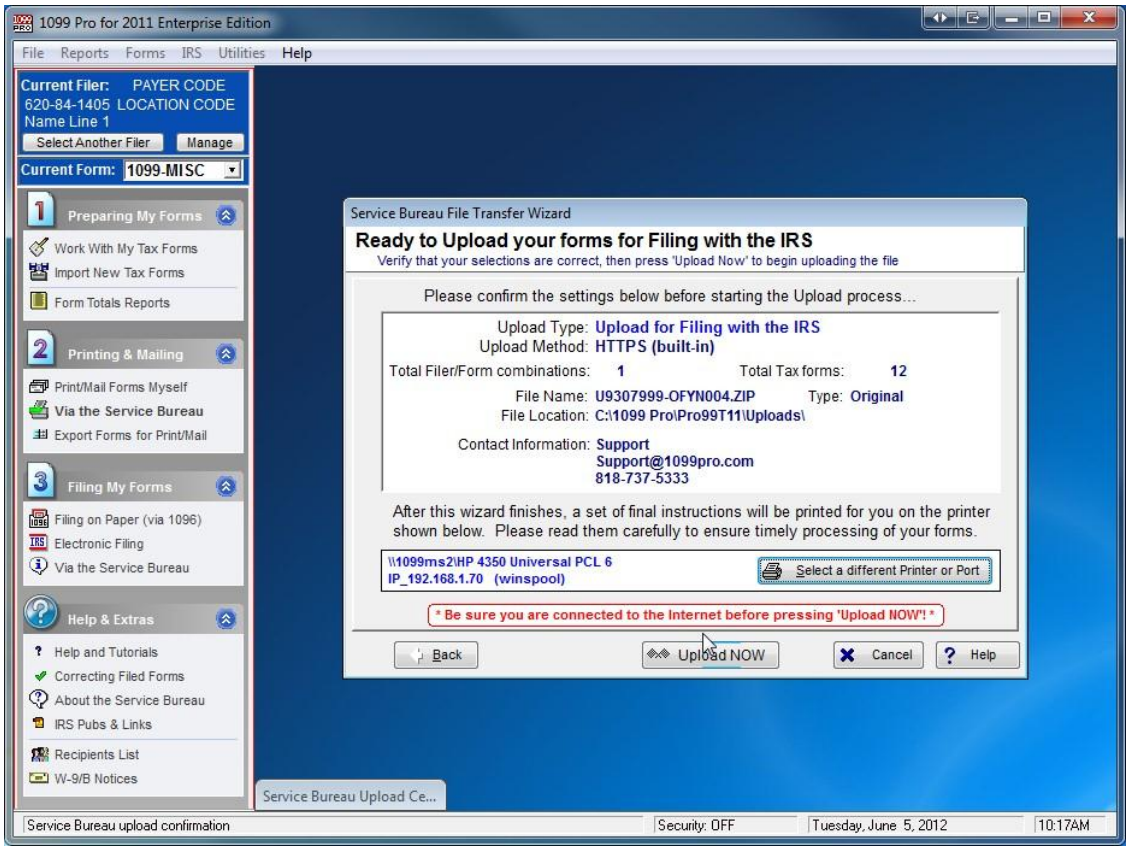
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
Service Bureau File Transfer Wizard
Welcome to the Upload File Transfer Wizard
This wizard will upload your file to the Service Bureau and print the final instructions
Pre-upload Checklist
To ensure that your forms are processed as quickly and efficiently as possible, please double-check the items listed below.
Have you examined the file generation Summary Report and verified that all of the desired Filers and Forms were included?
Have you examined each of your Control Total reports, and signed them to certify that the information is complete and accurate to the best of your knowledge?
If all of the above items are true, click on next to proceed!
Back
Next
Cancel
Service Bureau Upload Ce...
Help for this wizard
Security: OFF
Tuesday, June 5, 2012
10:16AM

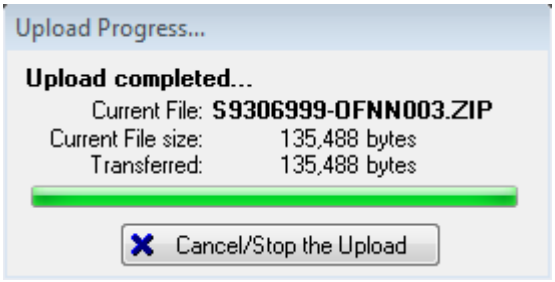
22.

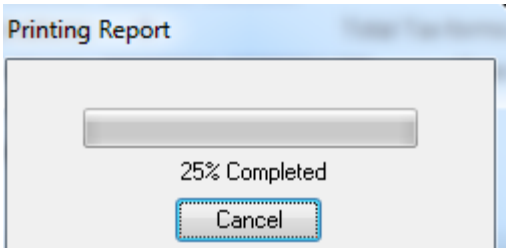

1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
1 Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
2 Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
3 Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
Service Bureau File Transfer Wizard
Select how this Filing with the IRS file should be sent
Choose the option that best suits your own needs and capabilities
Select how the file will be transferred to the Service Bureau
Built-in HTTPS secure transfer (default/preferred method)
This wizard will automatically upload the file for you, using a secure encrypted web based transfer method. ** An Internet connection is required for this option.**
Built-in FTP using the Internet
This is the alternate method of uploading to the 1099 Pro Service Bureau.
This wizard will automatically upload the file for you, using the standard FTP protocol. ** An Internet connection is required for this option.**
Manual Transfer
If you choose this option then you will be responsible for sending the file to the Service Bureau via email or via postal mail using a CD or DVD disk.
Back Next Cancel Help
Service Bureau Upload Ce...
Choose method used to upload the file to the Service Bureau
Security: OFF
Tuesday, June 5, 2012
10:17AM

23.

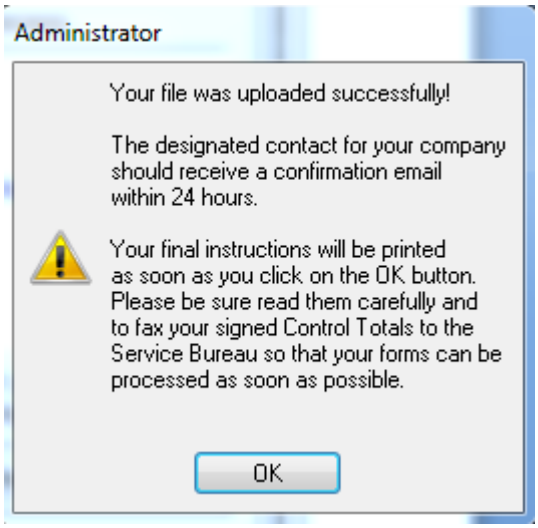

1099 Pro for 2011 Enterprise Edition
File Reports Forms IRS Utilities Help
Current Filer: PAYER CODE
620-84-1405 LOCATION CODE
Name Line 1
Select Another Filer Manage
Current Form: 1099-MISC
1 Preparing My Forms
Work With My Tax Forms
Import New Tax Forms
Form Totals Reports
2 Printing & Mailing
Print/Mail Forms Myself
Via the Service Bureau
Export Forms for Print/Mail
3 Filing My Forms
Filing on Paper (via 1096)
Electronic Filing
Via the Service Bureau
Help & Extras
Help and Tutorials
Correcting Filed Forms
About the Service Bureau
IRS Pubs & Links
Recipients List
W-9/B Notices
Service Bureau File Transfer Wizard
Ready to Upload your forms for Filing with the IRS
Verify that your selections are correct, then press 'Upload Now' to begin uploading the file
Please confirm the settings below before starting the Upload process...
Upload Type: Upload for Filing with the IRS
Upload Method: HTTPS (built-in)
Total Filer/Form combinations: 1
Total Tax forms: 12
File Name: U9307999-OFYN004.ZIP
Type: Original
File Location: C:\1099 Pro\Pro99T11\Uploads\
Contact Information: Support
Support@1099pro.com
818-737-5333
After this wizard finishes, a set of final instructions will be printed for you on the printer shown below. Please read them carefully to ensure timely processing of your forms.
\\1099ms2\HP 4350 Universal PCL 6
IP_192.168.1.70 (winspool)
Select a different Printer or Port
* Be sure you are connected to the Internet before pressing 'Upload NOW'! *
Back Upload NOW Cancel Help
Service Bureau Upload Ce...
Service Bureau upload confirmation
Security: OFF
Tuesday, June 5, 2012
10:17AM

24.


Upload Progress...
Upload completed...
Current File: S9306999-OFNN003.ZIP
Current File size: 135,488 bytes
Transferred: 135,488 bytes
Cancel/Stop the Upload


Printing Report
25% Completed
Cancel

25.


Administrator
Your file was uploaded successfully!
The designated contact for your company should receive a confirmation email within 24 hours.
Your final instructions will be printed as soon as you click on the OK button. Please be sure read them carefully and to fax your signed Control Totals to the Service Bureau so that your forms can be processed as soon as possible.
OK