

Set Up 1099 Miscellaneous Income

Once you have the company selected, hit **Ctrl N** to add a Non Employee. Enter the Master information and select Non-employee, Not a 1099 from the Income Type list on the right.

1099/Non-employee ID: 0008
Name line 1:
Name line 2: Robert T. Frost
Address: 421 19th Ave
City: Westlake Village
State: CA
Zip: 91361
County: Ventura
Telephone number: 805-555-1515

Print 1099-MISC Nonemployee compensation even if under \$600
1099/Non-employee is inactive
Automatically generate check: each pay period
Automatically generate check: monthly

1099 MISC Income Types:
 1099-MISC Rents
 1099-MISC Royalties
 1099-MISC Other Income
 1099-MISC Fishing boat proceeds
 1099-MISC Medical & health care costs
 1099-MISC Nonemployee compensation
 1099-MISC Substitute payments in lieu of dividends or interest
 1099-MISC Crop insurance proceeds
 Non-employee, NOT a 1099
 Use to pay BILLING charges
 Use for TAX payment

OK Cancel

1. Enter Master Information.

2. Select Non-employee, Not a 1099

3. Then Click the Tax Ded's tab

The next screen you will see will be the one below. Enter the Tax Id. for the person, and then Click on Add new tax.

Social Sec. Number/TIN: 654-71-3333
Primary jurisdiction (state) subject to tax in: CA
Alternate pay frequency: Same as company

Jurisdiction	Desc.	Tax Desc	Active	Exemption	EE/ER Tax	User \$ or % Override	User \$
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Add new tax Delete selected tax

OK Cancel

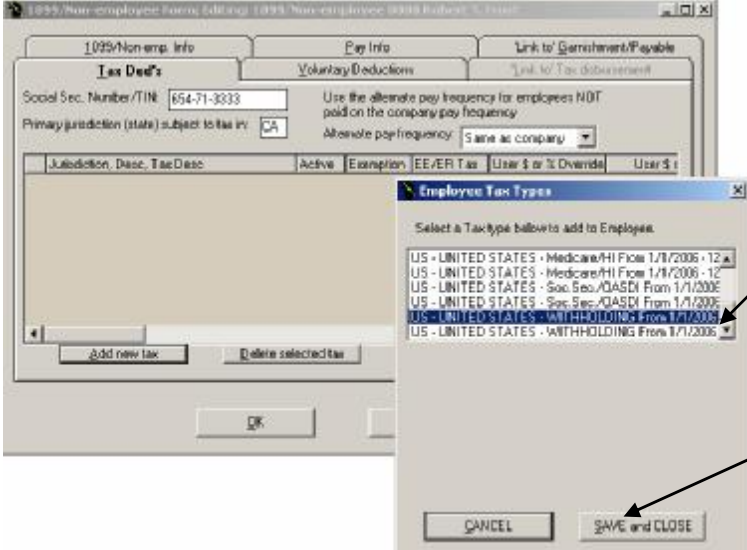
4. Enter the Tax Id. number for the individual.

5. Click Add new tax

In the window on the next page you will establish a jurisdiction type for year end.

1099 Miscellaneous Income (Continued)

After you click Add new tax the smaller window bottom right appears.

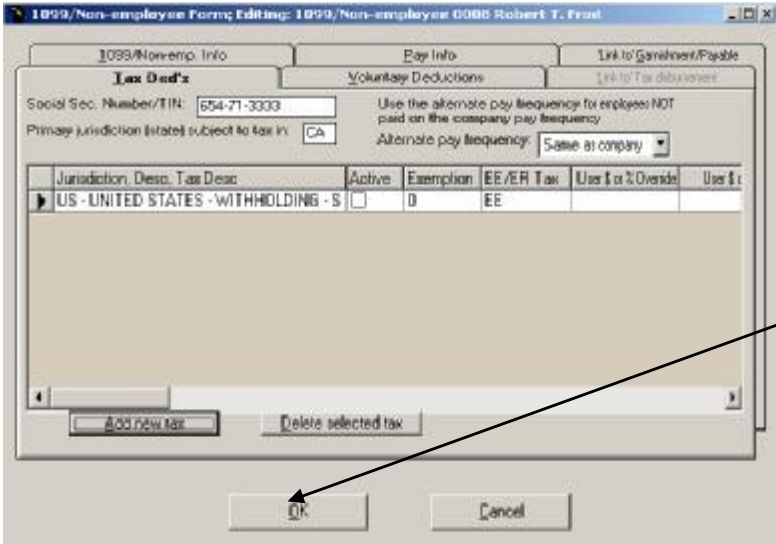


The screenshot shows the '1099/Non-employee Form; Editing: 1099/Non-employee 0000 Robert T. Frost' window. The 'Tax Ded's' tab is active, showing fields for Social Sec. Number/TIN (654-71-3333) and Primary jurisdiction (state) subject to tax in (CA). An 'Employee Tax Types' dialog box is open, displaying a list of tax types. The 'US - UNITED STATES - WITHHOLDING From 1/1/2006' option is selected. The dialog box has 'CANCEL' and 'SAVE and CLOSE' buttons.

6. Scroll down and choose any one of the lines; US-United States-Withholding
This is required to establish a jurisdiction type for 1099 at the end of the year

7. Click Save and Close

Now your window should look like the one below. **Do Not** click the **Active Box**



The screenshot shows the '1099/Non-employee Form; Editing: 1099/Non-employee 0000 Robert T. Frost' window. The 'Tax Ded's' tab is active, and the 'US - UNITED STATES - WITHHOLDING - S' tax type is now listed in the table. The 'Active' checkbox is unchecked. The 'OK' button is highlighted with an arrow.

8. Click OK and you're done.