

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 Form: Editing: 1099/non-employee: 0008 Robert T. Frost

1099/Non-emp. Info

1099 MISC Income Types

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.

1099/Non-employee Form: Editing: 1099/Non-employee: 0008 Robert T. Frost

Tax Ded's

Social Sec. Number/TIN: 654-71-3333

Primary jurisdiction (state) subject to tax in: CA

Alternate pay frequency: Same as company

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 in the foreground, 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 'Employee Tax Types' dialog box is no longer present. The 'Tax Ded's' table now includes a new entry: 'US - UNITED STATES - WITHHOLDING - S'. The 'Active' checkbox for this entry is unchecked. The 'OK' button is highlighted with a red box.

8. Click OK and you're done.