

- 4800 Falls of Neuse Road, Suite 600
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

ELECTRONIC 1099 FILING WITH THE IRS

<u>NOTE</u>: If you have never filed electronically with the IRS you will need to obtain a Transmitter Control Code (TCC). To obtain a TCC, you will need to file Form 4419 with the IRS.

Export/Import a ProForm File to Pro1099:

Export a ProForm file to Pro1099 by selecting **File > Export** in <u>ProForm</u>. Choose **Export to Pro1099**.

Ex	port			×				
	Export to ProTrust							
	Export to Pro 1099							
	Export to ProIndx							
	OK Help Cancel							

Import a ProForm file to Pro1099 by selecting File > Import a ProForm data file in Pro1099.



The following criteria must exist in the ProForm file to successfully export or import the file to Pro1099:

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1. Transaction Type is marked as **Purchase**.

3) File No., Settlement Dates, Notes (2017090007.PFD)	×
Firm File Number: 2017090007	RealEC
Transaction Type: Purchase Refinance Equity	Prior File Number:
Cash Sale: Construction: Reverse Mortgage:	Refinance Purpose: V
Settlement Date: 01/11/2018 ProScheduler	
Include Saturday in Rescission Period:	Right to Cancel Date: / /
Disbursement Date: 01/11/2018 Proration Date: 01/11/2018	Recording Date: 01/11/2018
Title Examiner: Closer:	
Escrower: Escrower Title:	Marketing Source Info

2. File contains at least one **Seller Name**.

5) Seller, Officers & Signatures (201	7090007.PFD)			Х
Name	Relationship	Address		^
1) Kenneth Hutchinson	ä		Type: Male 🗸 🗸 🗸	
			Proceeds: 100.00000 % More	
Vesting:		Interest %:		
2)			Type: V	
			Proceeds: % More	
Vesting:		Interest %:		

<u>NOTE:</u> If the Seller Type is marked as **Corporation** or as **Exempt from 1099 Reporting** in the Division of Proceeds & 1099-S Data screen, the ProForm file will export/import to Pro1099. It will export/import as an exempt record.

5) :	Seller, Officers & Signatures ((2017090007.PFD)			×
	Name	Relationship	Address		^
1)	Hutchinson Homes, Inc.			Type: Corporation V	
				Proceeds: 100.00000 % More	
	Vesting:		Interest %:		
2)				Type: V	
				Proceeds: % More	
	Vesting:		Interest %:		

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DS: V To: Total Cash to Buyer/Borrower:										
stribution(s) To Selle	er(s)									
Divert Proceeds		Total E	Buyer's Part of Real	Estate Taxes:	550.	25				
Line: ~	Total Cash to	Seller(s):	72,527.43		Buver's Part	Property		1099-S Given		Exempt from
	Percentage of Total	Disb. Status	Cash to Seller	1099-S Proceeds	of Real Estate Tax	Services Received	Foreign Person	to Seller	1099-S Signed	1099 Reporting
Kenneth Hutchinson	100.00000	S ~	72,527.43	195,000.00	550.2	25		\checkmark		
		\sim								
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3. Seller Proceeds must be greater than \$0.00.



NOTE: A Pro1099 record with \$0.00 seller proceeds can be manually created in Pro1099 or created when importing multiple ProForm files as referenced below.

Import Multiple ProForm Files to Pro1099:

Import multiple ProForm files to Pro1099 by selecting **File > Import Multiple ProForm data files** in Pro1099.

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						_		
e P	ro1099							
File	Edit Search	Record	Reports	View	Tools	H		
	Import a ProFor	m data fil	e		Ctrl+I			
- [Import Multiple ProForm data files							
	Print				Ctrl+P			
	Print Preview							
	Print Setup							
	Fvit							
	EXIT							

The **Import Multiple ProForm Data Files** window displays. Enter the **Settlement Date Range** for the files you wish to import.

Import Multiple ProForm Data Files	×				
Please provide the Settlement Date range of ProForm files that you wish to import From: 01/01/2017 Through: 12/31/2017					
(Optional) Enter a file server and directory path within which to limit the import					
 Include files with \$0.00 seller proceeds Overwrite records from files that have been previously exported to Pro1099 					
OK Help Cancel					



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If desired, enter a file server and directory path within which to limit the import. Entering the server and directory path of where your ProForm files are located can make the import process faster. Click **Browse** to search for the path. *NOTE: this is not required.*

Import Multiple ProForm Data Files	×
Please provide the Settlement Date range of ProForm files that you wish to import	
From: 01/01/2018 Through: 12/31/2018	
(Optional) Enter a file server and directory path within which to limit the import	
C:\PROGRAM FILES (X86)\SOFTPRO	
Include files with \$0.00 seller proceeds	
Overwrite records from files that have been previously exported to Pro1099	
OK Help Cancel	

To create records for files that include sellers with \$0.00 proceeds, click **Include files with \$0.00 seller proceeds**. To overwrite any records that my already exist in Pro1099, click **Overwrite records from files that have been previously exported to Pro1099**.

Import Multiple ProForm Data Files	×
Please provide the Settlement Date range of ProForm files that you wish to import	
From: 01/01/2018 Through: 12/31/2018	
(Optional) Enter a file server and directory path within which to limit the import	
C:\PROGRAM FILES (X86)\SOFTPRO	
└ Include files with \$0.00 seller proceeds	
☑ Overwrite records from files that have been previously exported to Pro1099	
OK Help Cancel	

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In addition to the criteria listed above, the following criteria must also exist in the ProForm files to successfully import to Pro1099:

1. Settlement Date that falls within the settlement date range entered in the Import Multiple ProForm Data Files window. <u>NOTE</u>: The Settlement Status does not affect the import (for example, a file marked as cancelled will still import as long as all required criteria exists).

Date Order Received: 09/12/2017	Order Received by: james	
Settlement Date: 12/15/2017	Time: : · M	ProScheduler
Settlement Status: Canceled V	Status Comment:	
Lock Status: Unlocked	\sim	

Review the **Import Error Log** after importing multiple files to see which files, if any, where skipped during the import process.

1	Import Error	5	×	1	
		11 ProForm data files were imported, but there were errors. Click "View Import Error Log" below to view the error log. It is recommended that you run the Exceptions Report to see if there is any invalid or missing information.			
		Finish View Import Error Log			
I P1Import	tErr.log - Notep Format View	ad Help	-		×
SoftPro P Multiple Tuesday,	Pro1099 File Impor March 27,	2018 13:55:46			^
C:\Progra	am Files (>	(86)\SoftPro\v30\Server\2018010033.PFD: (Skipped) File contains no Seller but Transaction Type	is "	Purchas	e"
Tuesday,	March 27,	2018 13:55:57			
c					> .a

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Searching for Files Not Exported/Imported to Pro1099

Use the **Search** function in ProForm to search for all files during a specific time range that have not been exported or imported in to Pro1099.

• († 🐔 <mark>9</mark> 🛛 🗎 🖬 🥵 🖄 E 😂 2	
Search (Open)	nent Status:
Firm File Number:	ndine
Settlement Date: 01/01/2019 through: 01/31/2019	Enter the carat (^)
Date Order Received: / / through: / /	Name field to grab
Date File Closed: / / through: / /	only files with a Seller.
Buyer/Borrower Name:	
Seller Name: Who I	has the file:
Property Address:	7in Cada
	Zip Code.
Brief Legal Description:	
Lender Name (1st Loan):	· (1st Loan):
Loan Number (1st Loan): Police	cy Number:
Buyer's Attorney: Seller	's Attomey:
Listing Agent:	Listing Fim:
Selling Agent:	Selling Fim:
Title Examiner: Closer:	Escrower:
Not Exported To: ProTrust Pro1099 ProIndx	
Search Help Ca	ancel

Or generate the Files not Exported to Pro1099 report available in Pro1099.

Reports View Tools Help
Files Not Exported to Pro1099
List of Database Records
Exception Report
Substitute 1099-S Forms
1099-S Forms

NOTE: This report is only available in Standard version 21.2 or higher and Enterprise versions 31.2 or higher.

Electronic 1099 Filing with the IRS



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Running the Exceptions Report:

Run the **Exceptions Report** after files are exported or imported to Pro1099 to clear any exceptions for missing or insufficient information and name exceptions.

👓 Pro1099	
File Edit Search Record	Reports View Tools Help
*****	Files Not Exported to Pro1099
	List of Database Records
Information NOT submitted to I	Exception Report
1099-S furnished to seller	Substitute 1099-S Forms
Tax ID solicitation signed	1099-S Forms

Exceptions: an indication that something is missing or incorrect about the record such as a missing Social Security Number, partial address, legal description, gross proceeds, etc. Warnings will be displayed for failure to check boxes "1099-S furnished to Seller" and "Tax ID solicitation signed".

	1099 Exception Report	
File ID: 2019010111	Name Control: ABC	
	Invalid or insufficient TAXID /SSN for seller #1	
	Invalid or insufficient seller Address	
	Invalid or insufficient seller City	
	Invalid or insufficient seller State	
	Invalid or insufficient seller ZIP code	
	WARNING: The '1099-S furnished to seller' check box is not check ed	
	WARNING: The 'Tax ID Solicitation Signed' checkbox is not checked	

Name Exceptions: an indication that the format of the name is possibly incorrect due to the Tax ID type within the record.

	1099 Name Exceptions
File ID: 2019010111	Name Control: ABC
	WARNING: The seller name (ABC Builders, LLC) may have an inaccurate last name.
File ID: 2019010116	Name Control: Smit
	WARNING: The seller name (Smith,Estate of John J.) may have an inaccurate last name.



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Correcting Name Exceptions:

Name on 1099 Record	How to Correct	Correct in ProForm	Correct in Pro1099	Re- Export to Pro1099
Bank of America	Mark as a Corporation in the Seller screen in ProForm	x		х
Branson Construction, Inc.	Mark as a Corporation in the Seller screen in ProForm	x		x
LLC, ABC Builders	Mark as LLC or Other in the Seller screen in ProForm	x		х
Estate, John Smith	Mark as Estate or Other in the Seller screen in ProForm	x		х
Trust, Jones Family	Mark as Trust or Other in the Seller screen in ProForm	x		х
John James Smith	Mark as Male in the Seller screen in ProForm	x		х
Halen, Eddie Van	Move "Van" to the beginning of the Seller name in the Pro1099 Record		х	
Cruz, John De La	Move "De La" to the beginning of the Seller name in the Pro1099 Record		x	
Jones, Jr David M.	No correction needed			
Mary Higgins Estate	No correction needed			
Estate of Mary Higgins	No correction needed			
Holt Family Revocable Trust	No correction needed			
We Sell Homes, LLC	No correction needed			

Once all exceptions have been corrected and the report is clear, the electronic submission file can be produced. <u>NOTE</u>: most name exceptions will remain on the exceptions report even after they are corrected.

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Producing the Electronic Submission File:

Select Tools > Produce IRS Submission File.

Tools Help	
Transmitter / Payer Information	
Produce IRS Submission file	
Delete Multiple Records	
Access the IRS FIRE Web Site	
Licensing	
Preferences	

The **Produce IRS Submission File** dialog box appears. Click the **Edit Transmitter/Payer Information** button to enter or update this information. The **Transmitter/Payer Information** must be complete and accurate.

2018 IRS Submission File	\sim
This task should be done once each year. It should now be early in the year 2019. Most importantly, you should now have all 1099 data entered into this program. If it happens to be early 2020, you NEED the update of Pro1099, and you should contact SoftPro immediately.	
If you have not already done so, please use the "Edit Transmitter / Payer Information" button below (also on the Pro1099 "Tools" menu) to enter or update your Transmitter / Payer information This data must be complete and accurate. NOTE that you must have already entered your FIRM NAME, COMPANY NAME, TAX ID NUMBER and your TRANSMITTER CONTROL CODE (TCC). If you have not yet obtained your TCC, the IRS will not let you submit your 1099 data. To obtain your TCC, you should file form 4419 with the IRS.	
Pro1099 writes your 1099 data to the IRS submission file as prescribed in IRS Publication 1220 for Tax Year 2018. A copy of this publication may be obtained from the IRS.	
Edit Transmitter / Payer Information OK Cancel	

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ransmitter / Payer Information (for IRS "T" and "A" Records)	×
Payer Information	ОК
Payer Name: Softpro Settlement Services, Inc.	Hala
Name Line 2:	нер
Tax ID Number: 55-5555555 Name Control: SPSS TCC: 56HT1	Cancel
Wam me at startup if the TCC (Transmitter Control Code) is blank	
Contact Name: Sally Softpro	
Phone Number: (800)848-0143 Phone Extension: 945	
Email Address: sally@softpro.com	
Company Name: Softpro Settlement Services, Inc.	
Name Line 2:	
Mailing Address: 4000 Falls of Neuse, Suite 400	
City: Raleigh	
State: NC Zip: 27609	Special Indicators
	Service Bureau
Transmitter Information	Test File Only
The above payer also functions as the transmitter	Last Time Filing
Edit Transmitter Information	Foreign Corporation

Click **OK** to continue. Next you will need to verify the correct tax reporting year is displayed.

2018 IRS Submission File	×
IRS SUBMISSION FILE	
If you wish to create an IRS submission file for a year prior to 2 year at the prompt below. If you wish to create an IRS submiss 2018, leave 2018 in the field. Click OK when ready to proceed	2018, enter the desired tax reporting sion file for the current tax year, d.
IMPORTANT NOTE!	
You may not enter a year LATER than 2018. The IRS change If the current tax year is 2019 or beyond, then you are still usin you need an update.	es the reporting file format every year. Ig an older version of Pro1099, and
Please enter the desired tax reporting year: 2018	
Include records with \$0.00 seller proceeds	
Note: The IRS no longer accepts submissions via 3.5" diskette. The IRS now requires electronic submission via the IRS FIRE System. Pro1099 will guide you through creating the submission file.	OK Cancel

If it is not the correct tax year, you will need to click **Cancel** and run the **Pro1099 Updater**. The **Pro1099 Updater** can be found in **Softpro 360**.

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Click the **Include records with \$0.00 seller proceeds** if you wish to submit those records to the IRS. If the record shows \$0.00 seller proceeds, the file will not be submitted to the IRS unless this checkbox is selected or unless the **Property Services Received** box is selected.

2018 IRS Submission File	Х
IRS SUBMISSION FILE	
If you wish to create an IRS submission file for a year prior to 2018, enter the desired tax reportir year at the prompt below. If you wish to create an IRS submission file for the current tax year, 2018, leave 2018 in the field. Click OK when ready to proceed.	ng
IMPORTANT NOTE!	
You may not enter a year LATER than 2018. The IRS changes the reporting file format every year If the current tax year is 2019 or beyond, then you are still using an older version of Pro1099, an you need an update.	ear. Id
Please enter the desired tax reporting year: 2018	
Include records with \$0.00 seller proceeds	
Note: The IRS no longer accepts submissions via 3.5" diskette. The IRS now requires electronic submission via the IRS FIRE System. Pro 1099 will guide you through creating the submission file.	

SOFTPRO CLOSING AND TITLE SOFTWARE

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👓 Pro1099			
File Edit Search Red	ord Reports View Tools Help		
	13 13 😫 🖬 🗐 🔎 🖉 🛢 🖻		
Information NOT submitt	ed to the IRS		
1099-S furnished to a	eller Comment:		
Tax ID solicitation sig	ned		
Information submitted to	the IRS		
Firm File ID:	2018010023	Property	or Services received
IRS Name Control:	ABC	Foreign	Person
Seller Name - Last, First:	ABC Builders, LLC	Tax ID /	SSN: 11-2233698
Continuation of Name:		Tax ID /	SSN:
Address:	123 Main Street]	Foreign Address
City:	Pittsburgh	State: PA	Zip: 15236
Legal Description:	370 South 7th Street/Newark NJ 07103]	
Special Data Entries:]	Tax ID Type
Settlement Date:	01/08/2018 Correction Status	d return	O Individual
Gross Proceeds:	0.00 One part or first of two	o part correction	Other
Buyer's Part of R/E Tax:	Second of two part of	orrection	O Exempt

Click **OK** to continue. Next, you will be given the option to create an original submission file or a file containing corrected returns. Click **No** to create an original submission file.

2018 IRS Submission File X
DO NOT USE THIS PROCEDURE TO FILE RETURNS FOR THE 2019 TAX YEAR! YOU NEED AN UPDATE TO PRO1099 TO FILE FOR THE 2019 TAX YEAR (OR BEYOND)!
You may file original (first-time) returns, or corrected returns only (records may be defined as corrected returns in the "Correction Status" field on the Pro1099 record screen). All originals are filed first. You may need to file your corrected returns later, in a separate batch, in a separate submission file.
- If you answer "Yes", a file will be generated that contains corrected returns ONLY.
 If you answer "No", a file will be generated that contains ONLY the data records NOT specified as corrected returns in the "Correction Status" field on the record screen (in other words, only original, first-time returns will be included).
Do you wish to create a submission file for 'corrected returns' only now?
Yes No Cancel





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Next, you will be asked if this is a replacement filing. Click No.

2018 IRS Submission File	×
DO NOT USE THIS PROCEDURE TO FILE RETURNS FOR THE 2019 TAX YEAR! YOU NEED AN UPDATE TO PRO1099 TO FILE FOR THE 2019 TAX YEAR (OR BEYOND)!	
If you already submitted 1099 records for 2018 and the IRS requested a replacement file due to processing problems, and this is the replacement filing for that original submission, click YES below. Note that replacement files are not the same as corrected returns. A replacement file is required when the previous file could not be processed for some reason (i.e., bad disk, bad file, disk destroyed in the mail, etc.). The IRS will request a replacement file in writing or via the FIRE system (electronic).	:
Is this a replacement filing?	
Yes No Cancel	

Next, select the **Destination Directory for the IRS Electronic Submission File**. This is the location on your computer where the **IRSTAX** file will be saved. Click **Browse** to select the destination.

2018 IRS Submission File	X
Since you specified that this is an electronic submission, you must now select the destination directory for the IRS Electronic Submission file (IRSTAX). Please select the destination directory with the "Browse" button, or enter the destination directory in the prompt below.	у
NOTE: Once the IRS submission file has been created, it will be your responsibility to submit it ELECTRONICALLY to the IRS (via IRS FIRE System). Pro1099 only creates the file for you. It does not actually submit the file to the IRS for you.	
Destination directory for the IRS Electronic Submission file (IRSTAX)	
Browse	
OK Cancel	

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Click OK to continue.

2018 IRS Submission File	×
Since you specified that this is an electronic submission, you must now select the destination directory for the IRS Electronic Submission file (IRSTAX). Please select the destination directory with the "Browse" button, or enter the destination directory in the prompt below.	,
NOTE: Once the IRS submission file has been created, it will be your responsibility to submit it ELECTRONICALLY to the IRS (via IRS FIRE System). Pro1099 only creates the file for you. It does not actually submit the file to the IRS for you.	
Destination directory for the IRS Electronic Submission file (IRSTAX)	
C:\USERS\JAMES\DESKTOP\ Browse	
OK Cancel	

If there are any records marked as a **Corporation**, they are excluded from the submission file. A note will appear indicating the number of records marked as **Corporations**. Click **OK**.





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Next, you will be notified of IRS regulations for maintaining records. Enter **Y** for Yes to confirm you acknowledge this information. Then click **OK**.

2018 IRS Submission File	×
The IRS recommends that you maintain your 1099 data for at least 3 years from the reporting due date. You should keep a copy of the IRSTAX submission file as well as your Pro1099 data for a minimum of 3 years to conform with this IRS recommendation.	
Type "Y" to confirm that you understand the above message. Y	

A confirmation dialog box appears showing that the IRS Electronic Submission File was successfully written to your directory. You will see the IRSTAX file location. *It is your responsibility to electronically submit the file to the IRS via the IRS FIRE website.* Click **Yes** to access the website now. Click **No** to access the website at a later time.

Pro1099 (P	1WIN-113)	\times
?	The IRS Electronic Submission file was successfully written to C:\USERS\JAMES\DESKTOP\IRSTAX052319_1539.	
	It is now your responsibility to electronically submit this information to the IRS. The IRS FIRE website can be accessed from the Tools menu of Pro1099 at anytime.	
	Would you like to access the IRS FIRE website now?	
	Yes No	

Access the IRS FIRE website from Pro1099 anytime by selecting **Tools > Access the IRS FIRE Web Site** or follow this link: <u>https://fire.irs.gov</u>.

Тоо	ls Help
	Transmitter / Payer Information
	Produce IRS Submission file Delete Multiple Records
	Access the IRS FIRE Web Site
	Licensing
	Preferences