

## 1099 – EXPORTING FOR AN ORDER

Follow these steps to complete 1099 requirements, and close/export 1099 information for a fully disbursed order.

1. Verify the order is fully disbursed, including Seller proceeds and fee ticket (if applicable)
2. From the **Contact** screen, double click each Seller to verify or enter new/forwarding address
3. For each Seller, if applicable, verify or enter the Social Security or Tax ID Number

**Seller**

Individual  Organization      Type: Male      Edit Signature...      Save And Add New

Name(s): First: Stanley Middle: Last: Sellers Suffix: Relationship: SSN: 123-45-6789

Name: Stanley Sellers

Payee name: Stanley Sellers      Qualified intermediary:      Proceeds: 100.00000 %

Current address:  Same as [property address](#)

Street: 1234 Main Street

City/State/Zip: Raleigh NC 27609-      Foreign

County: Wake

Forwarding address:      Street: 5678 Elm Street      City/State/Zip: Raleigh NC 27609-      Foreign

County:

4. Navigate to the Closing Section > **Seller Proceeds & 1099-S** screen.

**Seller Proceeds & 1099-S**

Exclude order from IRS submission

Prevents title only and single-side closings from being exported to 1099 and reported to IRS.

1099-S description: 1234 Main Street/Raleigh NC 27609

Total cash to sellers: \$409,196.50      Divert seller proceeds to line:      Total buyer's part of real estate taxes: \$480.00

Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
Sellers, Stanley		100.00000	\$409,196.50	\$409,000.00	\$480.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payees

5. **Exclude order from IRS submission box:** By checking this box, this will prevent **title only** or **single-side closings** from being exported to 1099 and reported to the IRS. This is **NOT** where an Order should be marked exempt from 1099 Reporting.
6. **1099-S Non-Exempt or Exempt:** Select the appropriate check boxes for 1099-S reporting.

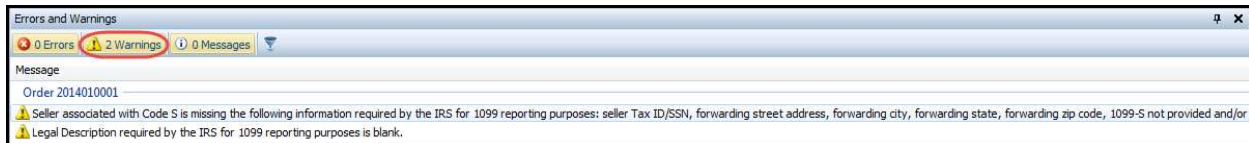
1099 Checkbox definitions

- a. **Property Services Received** – indicates that this order is a 1031 Exchange
- b. **Foreign Person** – indicates a person is a foreign entity
- c. **1099-S Provided** – indicates that the form has been provided to the customer
- d. **1099-S Signed** – indicates that the form was signed and returned
- e. **Exempt from 1099 Reporting** – the form determines that the Seller is exempt

When applicable, all 1099 forms must be signed and in the physical file.

7. Save and exit the order.

When you save the order, any missing 1099 information appears on the **Warning** pane.



**CAUTION:** when closing an order in SoftPro Select, follow the above instructions to complete the 1099 requirements. SoftPro Select captures and submits 1099 information to the Pro1099 module for you. **Do Not Submit Manual Copies of 1099 Forms**; this will cause double reporting!