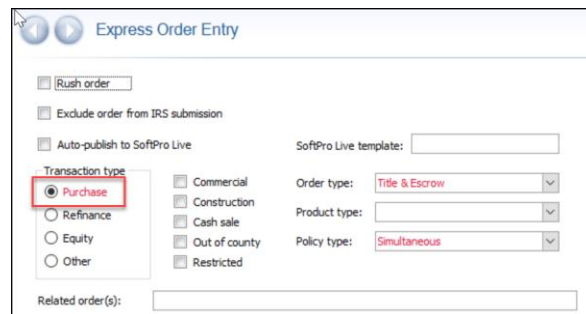


Criteria for Orders to Become 1099 Records

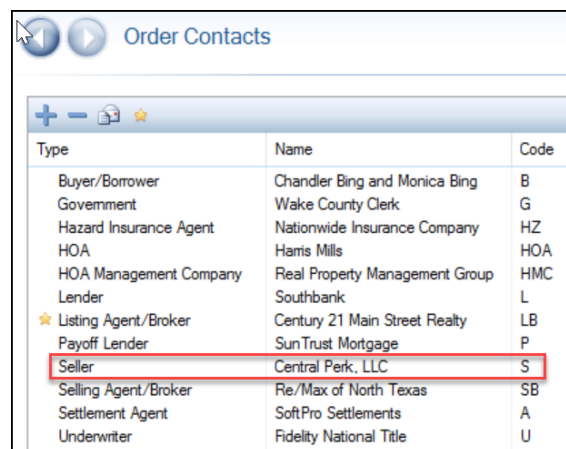
NOTE:
The following factors will affect the creation of a 1099 record in Pro1099 which Select will utilize to produce the submission file to the IRS.

1. Order is marked a **Purchase**.



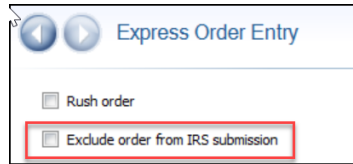
The screenshot shows the 'Express Order Entry' form. The 'Transaction type' section has 'Purchase' selected with a radio button. Other options include Refinance, Equity, and Other. There are also checkboxes for Commercial, Construction, Cash sale, Out of county, and Restricted. The 'Order type' is set to 'Title & Escrow' and 'Policy type' is 'Simultaneous'.

2. Order has a **Seller** contact.
 - a. Having the seller marked as Corporation or Exempt still exports the order into 1099-S but the 1099 will be marked as Exempt.
 - b. The Order does not need to have a Seller Name to populate a 1099-S but there must be a seller contact.



Type	Name	Code
Buyer/Borrower	Chandler Bing and Monica Bing	B
Government	Wake County Clerk	G
Hazard Insurance Agent	Nationwide Insurance Company	HZ
HOA	Harris Mills	HOA
HOA Management Company	Real Property Management Group	HMC
Lender	Southbank	L
★ Listing Agent/Broker	Century 21 Main Street Realty	LB
Payoff Lender	SunTrust Mortgage	P
Seller	Central Perk, LLC	S
Selling Agent/Broker	Re/Max of North Texas	SB
Settlement Agent	SoftPro Settlements	A
Underwriter	Fidelity National Title	U

3. Order has **NOT** been marked to **Exclude** order from IRS submission.

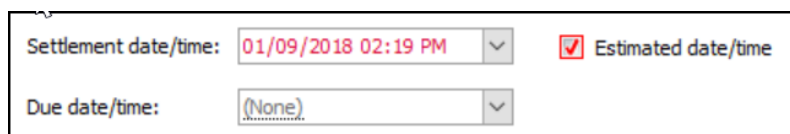


Express Order Entry

Rush order

Exclude order from IRS submission

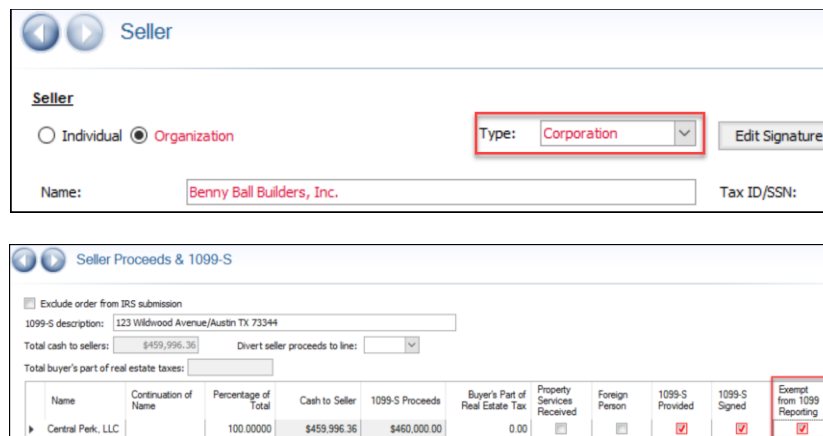
- Settlement date is equal or prior to today's date (having the Settlement Date marked as Estimated does **NOT** change this behavior). Note: If the settlement date is changed after the record is created and the Order no longer meets the criteria, the record will be pulled out of 1099 and when criteria is met again the record will be recreated.



Settlement date/time: 01/09/2018 02:19 PM Estimated date/time

Due date/time: (None)

- Having the Seller marked as **Corporation** in Order Contacts or Exempt still exports the order into Pro1099 but it will be marked as Exempt.



Seller

Individual Organization

Type: Corporation

Name: Benny Ball Builders, Inc. Tax ID/SSN:

Seller Proceeds & 1099-S

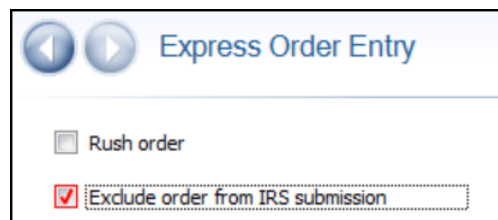
Exclude order from IRS submission

1099-S description: 123 Wildwood Avenue/Austin TX 73344

Total cash to sellers: \$459,996.36

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
Central Park, LLC		100.00000	\$459,996.36	\$460,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Marking the file as **Excluded from IRS** submission will **NOT** export the order into Pro1099.

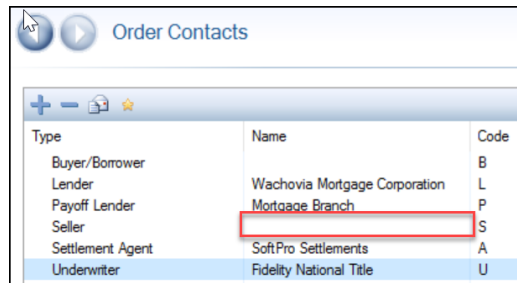


Express Order Entry

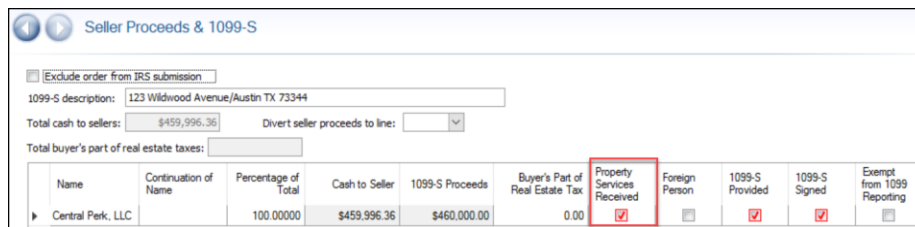
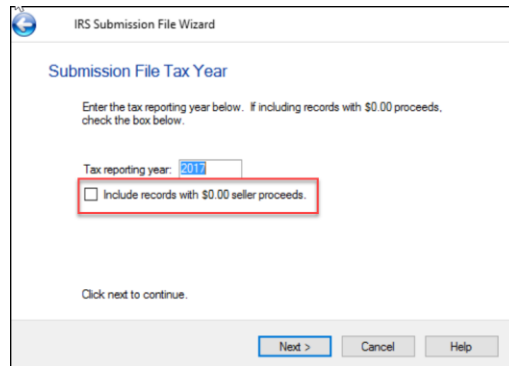
Rush order

Exclude order from IRS submission

- The order does not need to have a **Seller Name** completed in the order, just the Seller contact.



8. Pro1099 files will still be created even if there are no receipts/disbursements in the register. However, if the seller has \$0 proceeds the file will not be submitted to the IRS unless the **“Include records with \$0 seller proceeds”** checkbox is selected in the IRS Submission File Wizard or unless the Property Services received box is selected.



9. If SPAdmin profile preference is **“Export only escrow ‘closed’ orders”** is:
- Unchecked: Order can have Escrow Status of Blank, In Process, or Closed to export to Pro1099. Canceled, & Held will not export into Pro1099.
 - Checked: Order can have Escrow Status of Close to export to Pro1099. Otherwise it will not export.



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

Escrow Status

Escrow office: A [v] [SoftPro Settle...](#)

Date/time escrow opened: (None) [v]

Escrow status: [v]

Date/time escrow closed:

Escrow lock status:

Comments:

Default(Production\North Carolina)

General | Other | Order | HUD | Accounting

1099 | Members | Classic Connections

Payer name: Softpro Settlements

Name line 2:

Tax ID number: 12-3456789 | Name control: | TCC: |

Contact name: Lauren DeNoia

Phone number: (919)123-4567 | Phone extension: 5452

Email address: lauren.dencia@softprocorp.com

Company name: Softpro Settlements

Name line 2:

Mailing address: 4800 Falls of Neuse Road, Suite 400

City/State/Zip: Raleigh | NC | 27609- | Foreign

Options

Export only escrow "closed" orders

Payer functions as transmitter

Display TCC warning

Special indicators

Service bureau

Last time filing

Transmitter...

OK | Cancel | Apply