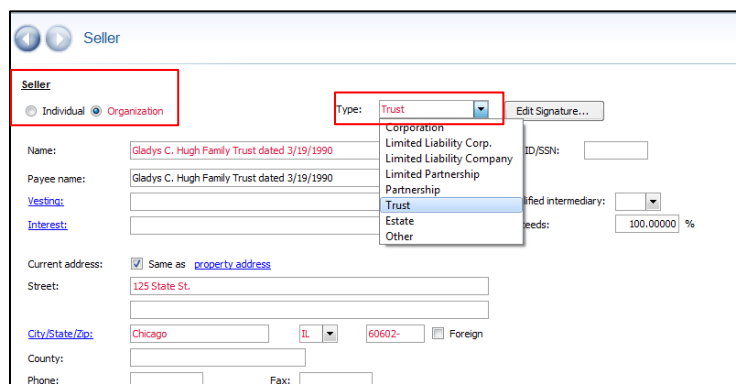


HOW TO MANUALLY ENTER A 1099-S FOR A TRUSTEE OF A TRUST

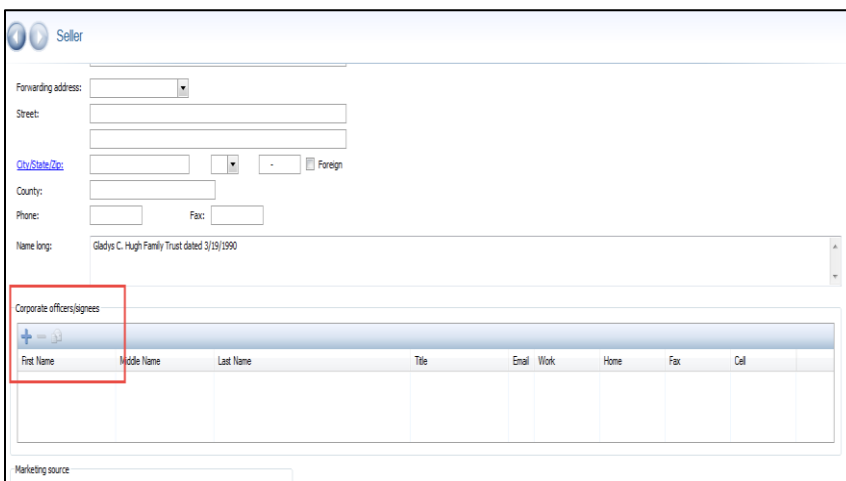
This handout will outline a situation involving a trust when the **individual trustees** need to be issued a 1099-S.

In the **Order Contact Screen**, Enter the Seller as an Organization with the **Type** dropdown set to **Trust**.

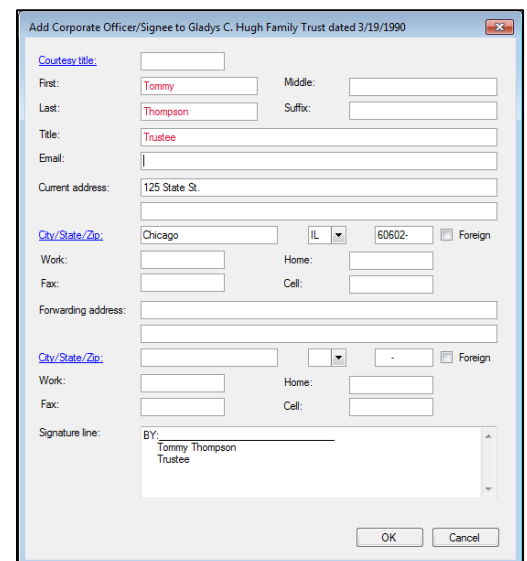


Add the Trustee(s) in the Corporate officers/signees by clicking the **+** icon.

Enter all Contact information in the **Add Corporate Officer/Signee** dialogue box.



| First Name | Middle Name | Last Name | Title | Email | Work | Home | Fax | Cell |
|------------|-------------|-----------|-------|-------|------|------|-----|------|
| | | | | | | | | |





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- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

IMPORTANT NOTE: Mark the Order as **Exclude order from IRS Submission**.

This can be done via the **Express Order Entry** Screen as well as via the **Seller Proceeds & 1099-S** Screen:

Note: This will prevent the system from automatically creating a 1099 for the Trust. A manual 1099-S would have to be entered in to Pro1099 for each Trustee.

Express Order Entry

Rush order

Exclude order from IRS submission

Auto-publish to SoftPro Live

SoftPro Live template:

Transaction type:
 Purchase
 Refinance
 Equity
 Other

Commercial
 Construction
 Cash sale
 Out of county

Order type:

Product type:

Policy type:

Related order(s):

Sales price:

| Description | Deposit Amount | Amt Returned to Buyer | Line |
|-------------|----------------|-----------------------|------|
| Deposit | | | L.01 |

Seller Proceeds & 1099-S

Exclude order from IRS submission

1099-S description:

Total cash to sellers: \$463,324.18

Divert seller proceeds to line:

Total buyer's part of real estate taxes:

| Name | Continuation of Name | Percentage of Total | Cash to Seller | 1099-S Proceeds | Buyer |
|--------------------------|----------------------|---------------------|----------------|-----------------|-------|
| Gladys C. Hugh Family... | 990 | 100.00000 | \$463,324.18 | \$500,000.00 | |

STEPS TO MANUALLY CREATE A 1099-S FOR THE TRUSTEES:

Navigate to **Pro1099**.

1. Select **New 1099 Record**. (a new tab will appear, as 1099 record)
2. Enter the File number in **Order number** field.
3. Enter the 1st 4 letters of the Seller's Last Name (Trustee) in the **IRS name control** field.
4. Enter the Seller's Last Name (Trustee), First Name in the **seller name - Last, First** field.
5. Enter the Seller's Forwarding address (Trustee) in the **Address/City/State/Zip** fields.
6. Enter the Property Address in the **Legal description** field. **Note:** The exact format shown below must be used. Street Address/City, State Zip).
7. Enter the Trustee's Proceeds in the **Gross proceeds** field. (Should not exceed the total Sales Price)
8. Enter the Buyer's part of the real estate tax as shown in the Buyer's part of R/E tax. (see screen shot **B**. **This gives the total of the Buyer's part of Real Estate Tax.**)

9. Enter the Social Security Number of the Trustee in the **Tax ID/SSN** field.

A.

B.

Seller Proceeds & 1099-S

Exclude order from IRS submission

1099-S description: 126 Sebbie St./Aurora IL 60506

Total cash to sellers: \$165,468.01 Divert seller proceeds to line:

Total buyer's part of real estate taxes: \$6,173.74

| 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 |
|-------------|----------------------|---------------------|----------------|-----------------|---------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| Murray, Lee | | 100.00000 | \$165,468.01 | \$535,000.00 | \$6,173.74 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

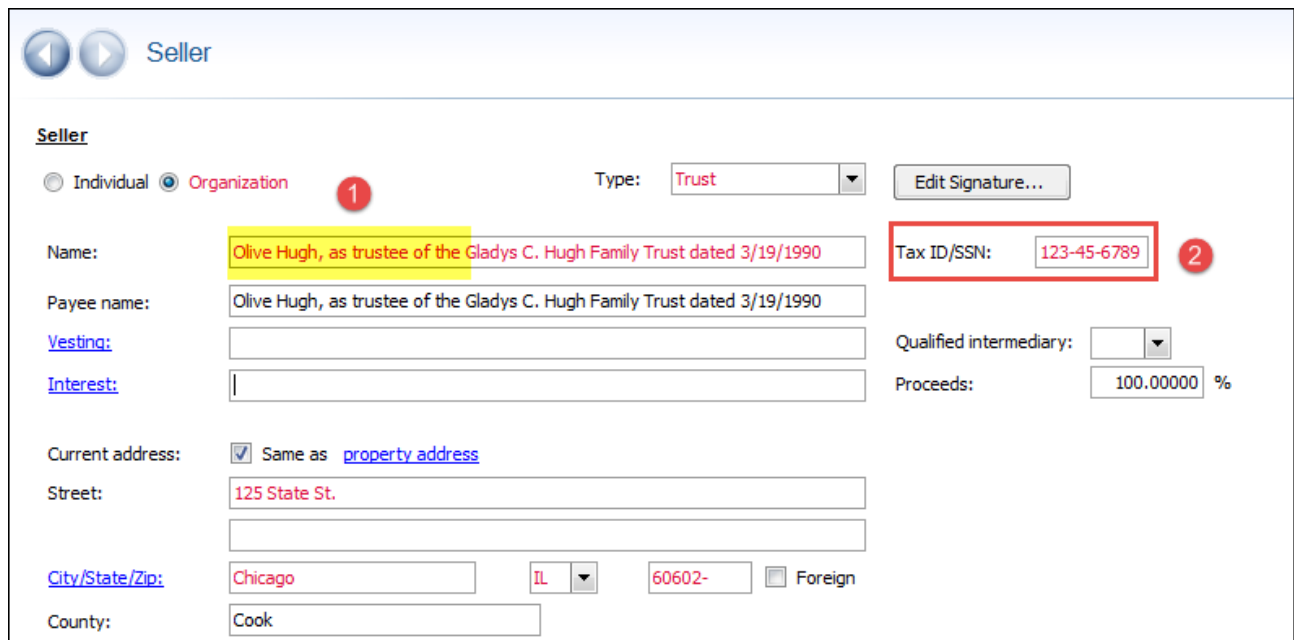
Payees

Note: If the Seller name needs to be the Trustee of the Trust.

The System will automatically create the 1099 Record for the individual.

****You may have to manually correct the name in the Pro1099 Record.**

1. Enter the Trustee into the **Seller Name** field. (See example below)
2. Enter the Individual Trustee's SS# in the **Tax ID/SSN** Field.



Note: the 1099 record will reflect the Trustee name.

Exclude order from IRS submission

1099-S description: 123 State St./Chicago IL 60602

Total cash to sellers: \$463,324.18 Divert seller proceeds to line:

Total buyer's part of real estate taxes:

| 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 |
|------------------------------|--------------------------|---------------------|----------------|-----------------|---------------------------------|----------------------------|--------------------------|-------------------------------------|-------------------------------------|----------------------------|
| ▶ Olive Hugh, as trustee ... | Hugh Family Trust dat... | 100.00000 | \$463,324.18 | \$500,000.00 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Do Not Select "Exclude"

To manually adjust the Pro1099 record:

Navigate to Pro1099 and search for your record.

It will have the information that was entered into your ProForm order.

Information NOT submitted to the IRS

1099-S furnished to seller
 Tax ID solicitation signed
 Escrow officer/Closer:
 Exempt

Information submitted to the IRS

Order number: CDF-18-04132 Correction status: This is not a corrected return

IRS name control: OLIV

Tax ID type: Individual Organization Trust

Seller name - Last, First: Olive Hugh, as trustee of the Gladys C. Tax ID/SSN: 123-45-7789 Foreign person

Continuation of name: Hugh Family Trust dated 3/19/1990 Tax ID/SSN:

Address: 125 State St.

City/State/Zip: Chicago IL 60602

Legal description: 123 State St./Chicago IL 60602

Settlement date: 02/28/2018

Gross proceeds: \$500,000.00 Property or services received

Buyer's part of R/E tax:

Special data entries:

Notes (0)

The Seller name field and the IRS Name Control will need to be changed.

1. Enter 1st 4 letter of last name.
2. Manually change the Seller name (Last name, First name)



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Information NOT submitted to the IRS

1099-S furnished to seller Tax ID solicitation signed Escrow officer/Closer: Exempt

Information submitted to the IRS

Order number: Correction status:

IRS name control: 1

Tax ID type

Individual Organization

Seller name - Last, First: 2 Tax ID/SSN: Foreign person

Continuation of name:

Address:

City/State/Zip: Foreign address