

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

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.

Seller	
Seller	
Individual Org	anization Type: Trust Edit Signature
Name:	Gladys C. Hugh Family Trust dated 3/19/1990 Limited Liability Corp. Limited Liability Company
Payee name:	Gladys C. Hugh Family Trust dated 3/19/1990 Limited Partnership
Vesting:	Partnership Trust Ified intermediary:
Interest:	Estate eeds: 100.00000 %
	Other
Current address:	Same as property address
Street:	125 State St.
City/State/Zip:	Chicago IL Chicago G0602-
County:	
Phone:	Fax:

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.

🔾 🔘 Seller								Add Corporate Office	r/Signee to Gladys C. Hugł	n Family Trust dated 3/19/1990
Forwarding address:	×							First:	Tommy	Middle:
Street:								Last: Title:	Thompson	Suffix:
Oty/State/Zp:	- Foreign							Email:	Trustee	
County:								Current address:	125 State St.	
Phone:	Fax:									
Name long: Gladys C. Hugh Family	Trust dated 3/19/1990						A	City/State/Zip:	Chicago	IL C 60602- Foreign
							-	Work: Fax:		Home: Cell:
Corporate officers/signees								Forwarding address:		
+- @										
First Name Middle Name	Last Name	Title	Email Work	Home	Fax	Cell		City/State/Zip:		Foreigr
LJ								Work: Fax:		Home:
										Cell:
Marketing source								Signature line:	BY: Tommy Thompson Trustee	
-										

OK Cancel



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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 Control Exclude order from 1 Auto-publish to Soft Transaction type Purchase Refinance Equity		SoftPro Live template: Order type: Product type: Policy type:	×		109 Tot	Exclude order from IRS su	463,324.18 Dive	rt seller proceeds to line:			
Other						Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer
Related order(s):					Þ	Gladys C. Hugh Family	990	100.00000	\$463,324.18	\$500,000.00	
Sales price:]									
Description		Deposit Amount	Amt Returned to Buyer	Line							
Deposit			L	01							
*											

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.**)

How to manually enter a 1099-S for a Trustee.



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

C	n) 🖬 🔁 - 🗀 -	• •					1	099 Record (1)*	- SoftP
	ProForm Pro	Trust ProDe	esign Pro 1099	SPImage	SPAdmin 360				
Ne	1099 Record Record	earch Reports	Preview Record	Print Record	1099-8 Print Substitute 1099-S Fo	orms Create Submissio	n File Open IR:		
	Records			Printi	ina		Tools		
		9 Record (1)*	×						
	Information NOT submitte		^						
	1099-S furnished t		Tax ID solicita	tion signed	Escrow officer/Clo	iser:	•	Exempt	
	Information submitted to	the IRS	-						
	Order number:	Enter the File	:# 2		Correction status:				
	IRS name control:		3			st 4 letters of Sel name.	ler Last		
	Tax ID type					ex. TRUS	J		
P	Individual O	rganization			Ť		6		\sim
	Seller name - Last, First	t Trustee, TIm	my 👍		Tax ID/SSI	* 9	P.C	nter SS# for the Trustee	
	Continuation of name:				Tax ID/SSI	N:		ine musiee	
	Address:	5 —					Enter the	Outled a	_
	City/State/Zip:			-	- Forei	gn address	Forwarding		
	Legal description:	123 Generati	on St./Temecula, C/	92591 6					
	Settlement date:	(None)							
	Gross proceeds:			Property or ser	vices received				
	Buyer's part of R/E tax	: 8			2				
	Special data entries			Sa	les Price	Enter Address in t	he exact for	rmat shown	J
	See note			<u> </u>					
	No below							*	
	\square								
H_									

В.

	Seller Proc	eeds & 1099-S									
	Exclude order from IRS s	ubmission									
	1099-S description: 126 Sebbie St./Aurora IL 60506					8					
Total cash to sellers: \$165,468.01 Divert seller proceeds to line: Total buyer's part of real estate taxes: \$6,173.74			•		•	1					
	Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
Þ	Murray, Lee		100.00000	\$165,468.01	\$535,000.00	\$6,173.74					
					l		J				
Paye	30C										



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<u>Note</u>: 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.

Seller		
<u>Seller</u>	anization 1 Type: Trust 💌	Edit Signature
Name:	Olive Hugh, as trustee of the Gladys C. Hugh Family Trust dated 3/19/1990	Tax ID/SSN: 123-45-6789 2
Payee name:	Olive Hugh, as trustee of the Gladys C. Hugh Family Trust dated 3/19/1990	
Vesting:		Qualified intermediary:
Interest:		Proceeds: 100.00000 %
Current address:	Same as property address	1
Street:	125 State St.]
<u>City/State/Zip:</u>	Chicago IL Chicago Foreign	1
County:	Cook	

Note: the 1099 record will reflect the Trustee name.



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	Exclude order from IRS sub 99-S description: 123 Stat	omission				t Select lude")				
Tota	al cash to sellers: \$4	163,324.18 Dive	rt seller proceeds to line:	-							
	al buyer's part of real estat	e taxes:		1							
	al buyer's part of real estat	e taxes:	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 Report

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 I099-S furnished to s		The second secon
Information submitted to th Order number: IRS name control: Tax ID type Individual @ Org		ot a corrected return
Seller name - Last, First: Continuation of name:	Olive Hugh, as trustee of the Gladys C. Tax ID/SSN: I Hugh Family Trust dated 3/19/1990 Tax ID/SSN: Tax ID/SSN:	E23-45-7789 Foreign person
Address: City/State/Zip:	125 State St. Chicago IL ✓ 60602-	The Seller
Legal description: Settlement date:	123 State St./Chicago IL 60602	name field and the IRS
Gross proceeds:	\$500,000.00 Property or services received	Name Control
Buyer's part of R/E tax: Special data entries:		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 s	eller 📝 Tax ID solicitation signed Escrow officer/Closer:
Information submitted to th	e IRS
Order number:	CDF-18-04132 Correction status: This is not a corrected return
IRS name control:	нидн (1)
Tax ID type	
Individual I Org	anization Trust 💌
Seller name - Last, First:	HUGH, OLIVE 7 Tax ID/SSN: 123-45-7789 Foreign person
Continuation of name:	Tax ID/SSN:
Address:	125 State St.
City/State/Zip:	Chicago IL 💌 60602- 🔲 Foreign address