SoftPro Select
Default Pro1099 Reports Guide

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Default Pro1099 Reports

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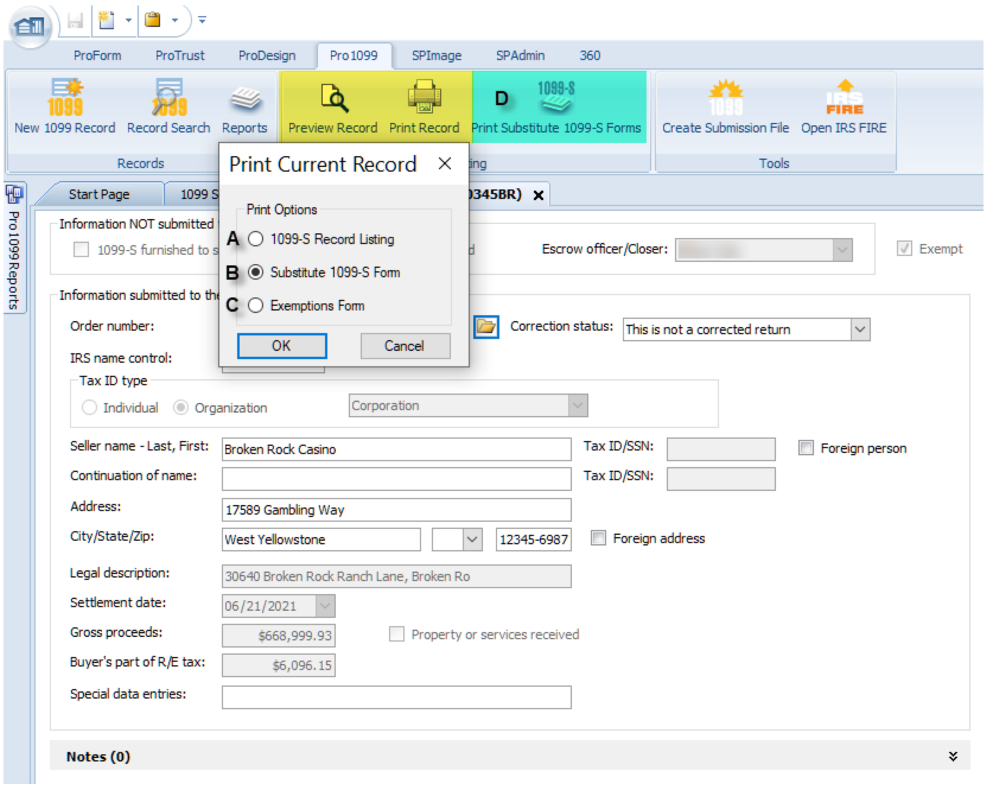
Default 1099 Record Reports



These are documents and reports you can print from the Pro1099 record from the ribbon buttons. Both the “Preview Record” and “Print Record” buttons give the same options:

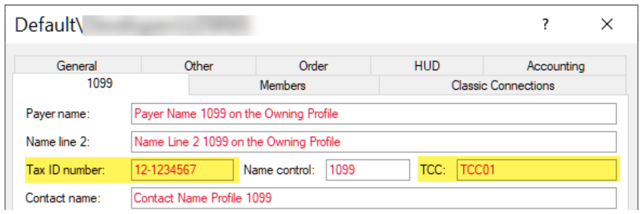
A. 1099-S Record Listing
B. Substitute 1099-S Form
C. Exemptions Form

The “Substitute 1099-S Forms” button will batch print the form for multiple records based on the parameters given.

D. Substitute 1099-S Forms

Common References (Pro1099):

- **Pro1099 Record** – A Pro1099 Record is created (exported) when the following ProForm order criteria exists:
    - Transaction Type = Purchase
    - At least 1 Seller is in the Order that is not marked EXEMPT.
    - The Order has a Sales Price
    - The Order has been updated (saved on or after the Settlement Date)
    - The Order is not marked as being excluded from IRS submission.
    - If the "Export Only Escrow Closed Orders" in SPAdmin is checked, the Escrow Status must be closed.
    - The Order/Escrow Status cannot be marked HOLD, CANCELED, or DUPLICATE
- **Reporting year** – Parameter for 4-digit year for settlement date. Records with a settlement date in the year entered will be included in the report. The value defaulted is determined based on the current date. When the current date is between January 1 and March 31st, the prior calendar year is defaulted, else the current calendar year is defaulted. If there are no records for the current calendar year, then the maximum settlement date year of records entered is defaulted.
- **Payer Tax ID Number** – The filer's tax ID number (TIN - 9-digit EIN/SSN) entered on the Transmitter/Payer Information screen on the Profile.
- **TCC** – The TCC (Transmitter Control Code) is required by the IRS before a file can be submitted electronically via the IRS FIRE System. Pro1099 requires the TCC number to be entered on the Transmitter/Payer Information screen on the Profile.



- **Include corrected returns only** – Checkbox parameter to include only corrected returns on the report. When this parameter is checked, only records that have a correction status of "One part or first of two-part correction" or "Second of two-part correction" are included.
- **Mask SSN#** - Checkbox parameter to mask SSN/TIN numbers printed on the report. When checked, the first five numbers will be masked and only the last four digits will be shown, like "xx-xxx6789" or "xxx-xx-6789".
- **Format details for Excel export** – Checkbox parameter to format the report in a layout without headers and footers and without formatting for easier export to Excel.
- **Report comments** – a text field to enter comments when running the report. It is not required and only shows in the reports header when text is entered.
- **Picklist** – leaving no selection/blank on picklist will include all values. You do not have to pick each individual item in the list to see them all. If populated by order data these are limited with the same profile filtering, unless noted. This applies to drop down/combo boxes also.
- **UTC** – Dates with time are stored in the database as UTC (Coordinated Universal Time) and displayed on the reports in the user's time zone aka client time zone. This is based on the PC used to access Select, in a RDC this can vary based on settings. This also applies to the date/time in the footer; it is shown as the client time zone.
- **Show Programming Notes/Report Criteria –** a checkbox defaulted to unchecked. When checked, a new page is added that will include a link to the F1 Help report documentation for the given report.

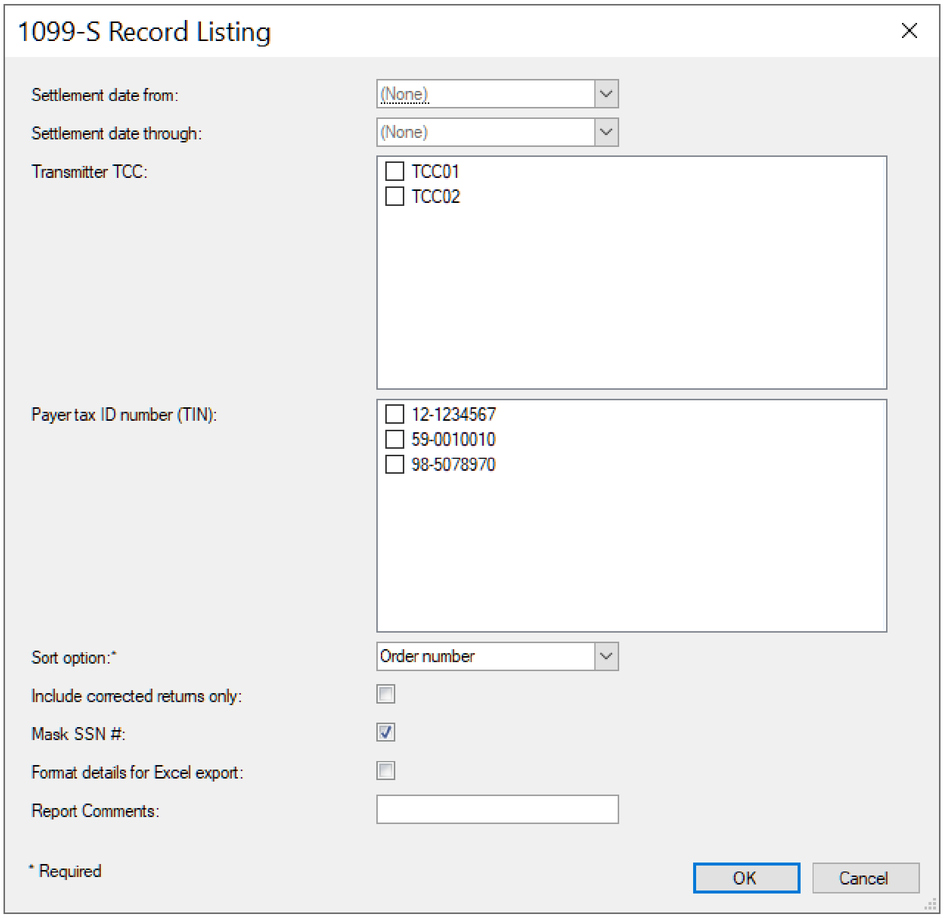
(↑) 1099-S Record Listing

Category: Unrestricted

Data Requirements:

- 1099 Records are included based on selected parameters.

Parameters:



- **Settlement date from/through** – Date range, limit records by the settlement date. Blank settlement dates are included when left blank.
- **Transmitter TCC** – picklist of Transmitter Control Codes. List is filtered by profile. See common references.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers. List is filtered by profile. See common references.
- **Sort option –** dropdown; options:
  - Order number (default)
  - Name control
- **Include corrected returns only –** Checkbox, default unchecked. See common references.
- **Mask SSN# –** Checkbox, default checked. See common references.
- **Format details for Excel export -** Checkbox, default unchecked. See common references.
- **Report comments** – See common references.

Grouping:

- Transmitter TCC
- Payer Tax ID

Sorting:

- Sort option (Order Number, Name Control)
- Tax Submission Payee ID

Columns:

- Order Number
- Name
- Continuation of Name
- Foreign Person
- Address
- Address City, State, Zip
- Special Data
- Description
- Escrow Officer/Closer
- Notes
- Name Control
- TaxID/SSN#1
- TaxID/SSN#2
- Settlement Date
- Property or Services Received
- Gross Proceeds
- Tax Credit
- Signed
- Exempt

Totals:

- None

Example:

1099-S Record Listing

Settlement Date: *All*
Transmitter TCC: *TCC01*
Payer Tax ID Number (TIN): *12-1234567*
Format / Sort Options: *Sort by order number*

TRANSMITTER TCC: TCC01

PAYER TAX ID NUMBER (TIN): 12-1234567

1099-S Not Furnished

Individual Returns

Order number:	CDF-22-0136-LE	**Name Control:**	MCPH
Name:	McPherson, Benjamin Reynolds	**TaxID/SSN#:**	XXX-XX-7097
Continuation of Name:	McPherson, Kathryn Adrienne	**TaxID/SSN#:**	XXX-XX-0987
Foreign Person:	No	**Settlement Date:**	06/17/2022
Address:	123 New Place Way	**Property or Services Received:**	No
City, State ZIP:	Raleigh, NC 27609	**Gross Proceeds:**	$100,000.00
Special Data:		**Tax Credit:**	$0.00
Description:	Property Address/Raleigh NC 27609	**Signed:**	No
Escrow Officer/Closer:	Susie Quinton	**Exempt:**	No

Order number:	CDF-22-0139-LE	**Name Control:**	MCPH
Name:	McPherson, Benjamin Reynolds	**TaxID/SSN#:**	XXX-XX-7097
Continuation of Name:	McPherson, Kathryn Adrienne	**TaxID/SSN#:**	XXX-XX-0987
Foreign Person:	No	**Settlement Date:**	07/01/2022
Address:	123 New Place Way	**Property or Services Received:**	No
City, State ZIP:	Raleigh, NC 27609	**Gross Proceeds:**	$500,000.00
Special Data:		**Tax Credit:**	$0.00
Description:	123 Property Address/Raleigh MO 27609	**Signed:**	No
Escrow Officer/Closer:	Susie Quinton	**Exempt:**	No

Order number:	CDF-22-0140-Purchase	**Name Control:**	RAIN
Name:	Rainwater, Thomas	**TaxID/SSN#:**	XXX-XX-6321
Continuation of Name:		**TaxID/SSN#:**	
Foreign Person:	No	**Settlement Date:**	07/18/2022
Address:	2345 Grand Tetons Causeway	**Property or Services Received:**	No
City, State ZIP:	West Yellowston, MO 12345-6789	**Gross Proceeds:**	$213,243.75
Special Data:		**Tax Credit:**	$2,662.34
Description:	281017 Broken Rock Ranch Lane, Broken R	**Signed:**	No
Escrow Officer/Closer:		**Exempt:**	No

Order number:	CDF-22-0143-LE	**Name Control:**	MCPH
Name:	McPherson, Benjamin Reynolds	**TaxID/SSN#:**	XXX-XX-7097
Continuation of Name:	McPherson, Kathryn Adrienne	**TaxID/SSN#:**	XXX-XX-0987
Foreign Person:	No	**Settlement Date:**	08/31/2022
Address:	123 New Place Way	**Property or Services Received:**	No
City, State ZIP:	Raleigh, NC 27609	**Gross Proceeds:**	$749,000.00
Special Data:		**Tax Credit:**	$0.00
Description:	123 Property Address/Raleigh MO 27609	**Signed:**	No
Escrow Officer/Closer:		**Exempt:**	No

1099-S Record Listing

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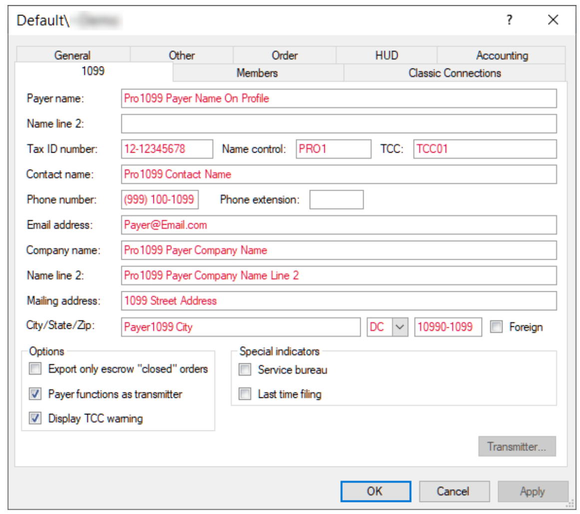
(↑) 1099-S Exceptions

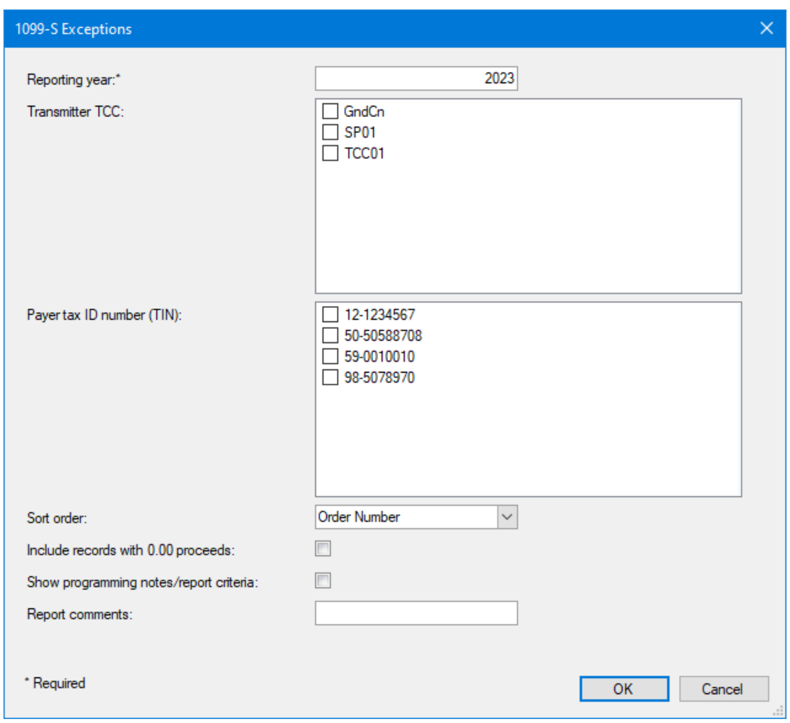
Category: Unrestricted

Data Requirements:

- 1099 Records that are missing data.
- Sellers with SSN/TIN that violate the SSA's rules on SSN's which meet the following criteria: begins with "666", begins with "000", contains "00" in positions 4-5 or contains "0000" in positions 6-9 will also be shown as invalid SSN/TIN.
- When a sales price is greater than 9,999,999,999.99, the following exception will appear - "Payment amount exceeds the 12 field positions allotted by the IRS".
- Results are not filtered by profile data access.
- 1099 information needs to be entered in SPAdmin profiles on the 1099 tab.



Parameters:



- **Reporting Year –** See common references.
- **Transmitter TCC** – picklist of Transmitter Control Codes.

- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.
- **Sort option –** dropdown; options:
  - Order number (default)
  - Name control
- **Include records with 0.00 proceeds –** checkbox, default unchecked. When checked records without proceeds will be included in the report.
- **Show programming notes/report criteria –** see common reference Show Programming Notes.
- **Report comments** – See common references.

Grouping:

- Transmitter TCC
- Payer Tax ID
- Is Exempt
- Individual or Organization

Sorting:

- Sort option (Order Number, Name Control)
- Tax Submission Payee ID

Columns:

- Exception Description (possible exceptions listed)
  - Invalid Name
  - Invalid TAXID/SSN
  - Invalid Forwarding Address
  - Invalid City
  - Invalid State
  - Invalid ZipCode
  - Invalid Settlement date
  - Invalid Legal Description
  - 1099-S has not been provided and/or signed
  - Gross proceeds are 0.00 and property or services were not received.
  - No foreign address was supplied.

Totals:

- None

Example:

1099-S Exceptions

Reporting Year: *2021*
Transmitter TCC: *TCC01*
Payer Tax ID Number (TIN): *12-1234567*
Format/Sort Option: *Sort by order number*

Order Number
Name Control
Payee name
Exceptions

TRANSMITTER TCC: TCC01
PAYER TAX ID NUMBER (TIN): 12-1234567

CDF-21-0050-LE
FORB
Angus Forbes
Invalid Forwarding Address
Invalid City
Invalid State
Invalid ZipCode
1099-S has not been provided and/or signed

CDF-21-0130-LE
BUYE
NameOne BuyerOne and NameTwo BuyerTwo
1099-S has not been provided and/or signed

CSS-21-0077-LE
JOHN
Jennifer Johnson
Invalid Forwarding Address
Invalid City
Invalid State
Invalid ZipCode
1099-S has not been provided and/or signed

CSS-21-0078-LE
JOHN
Jennifer Johnson
Invalid Forwarding Address
Invalid City
Invalid State
Invalid ZipCode
1099-S has not been provided and/or signed

H09-21-0013-LE
ESTA
Estate of Daniel Jenkins
Invalid Forwarding Address
Invalid City
Invalid State
Invalid ZipCode
1099-S has not been provided and/or signed

H09-21-0017-LE
ESTA
Estate of Daniel Jenkins
Invalid Forwarding Address
Invalid City

1099-S Exceptions
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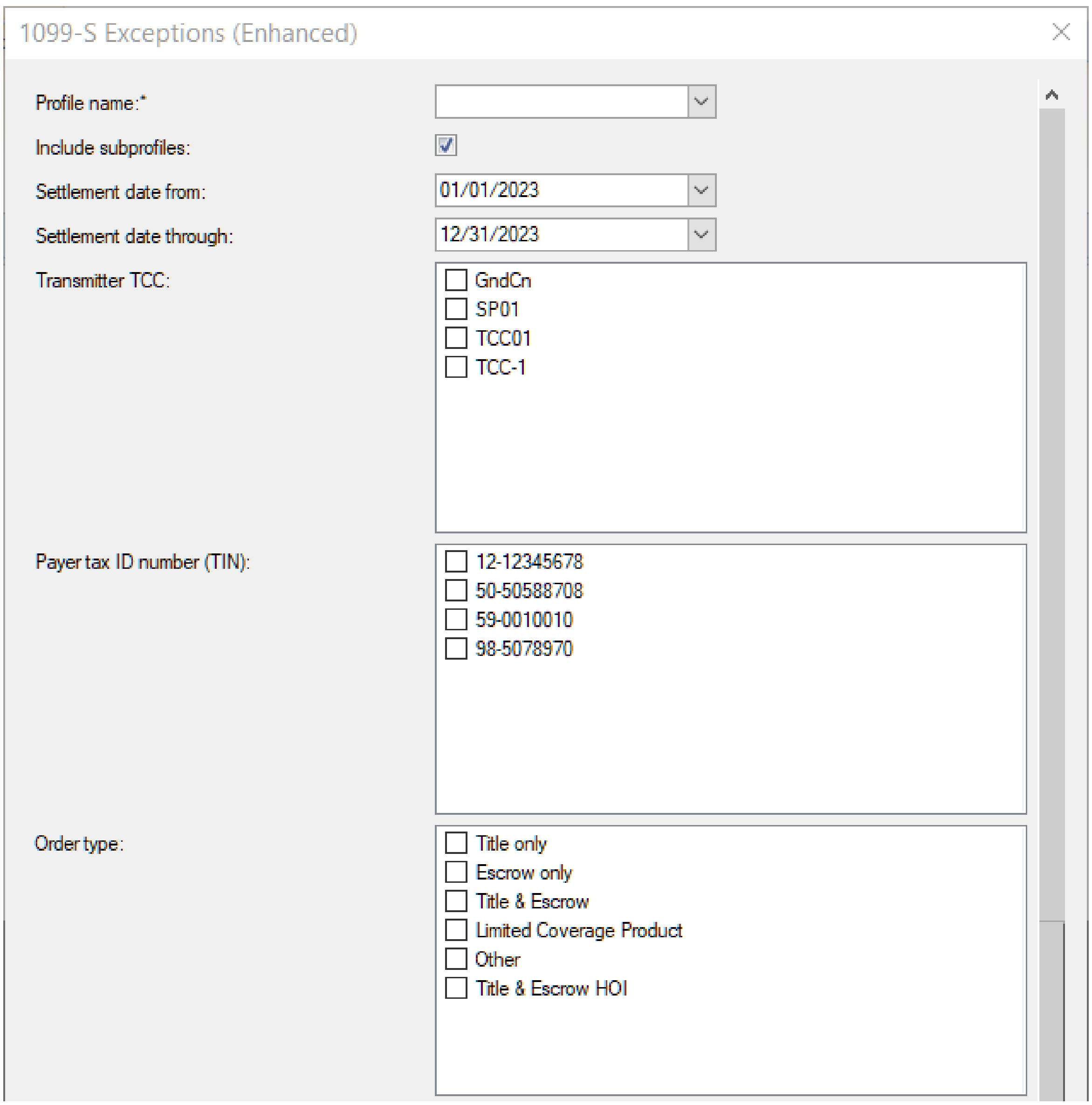
(↑) 1099-S Exceptions (Enhanced)

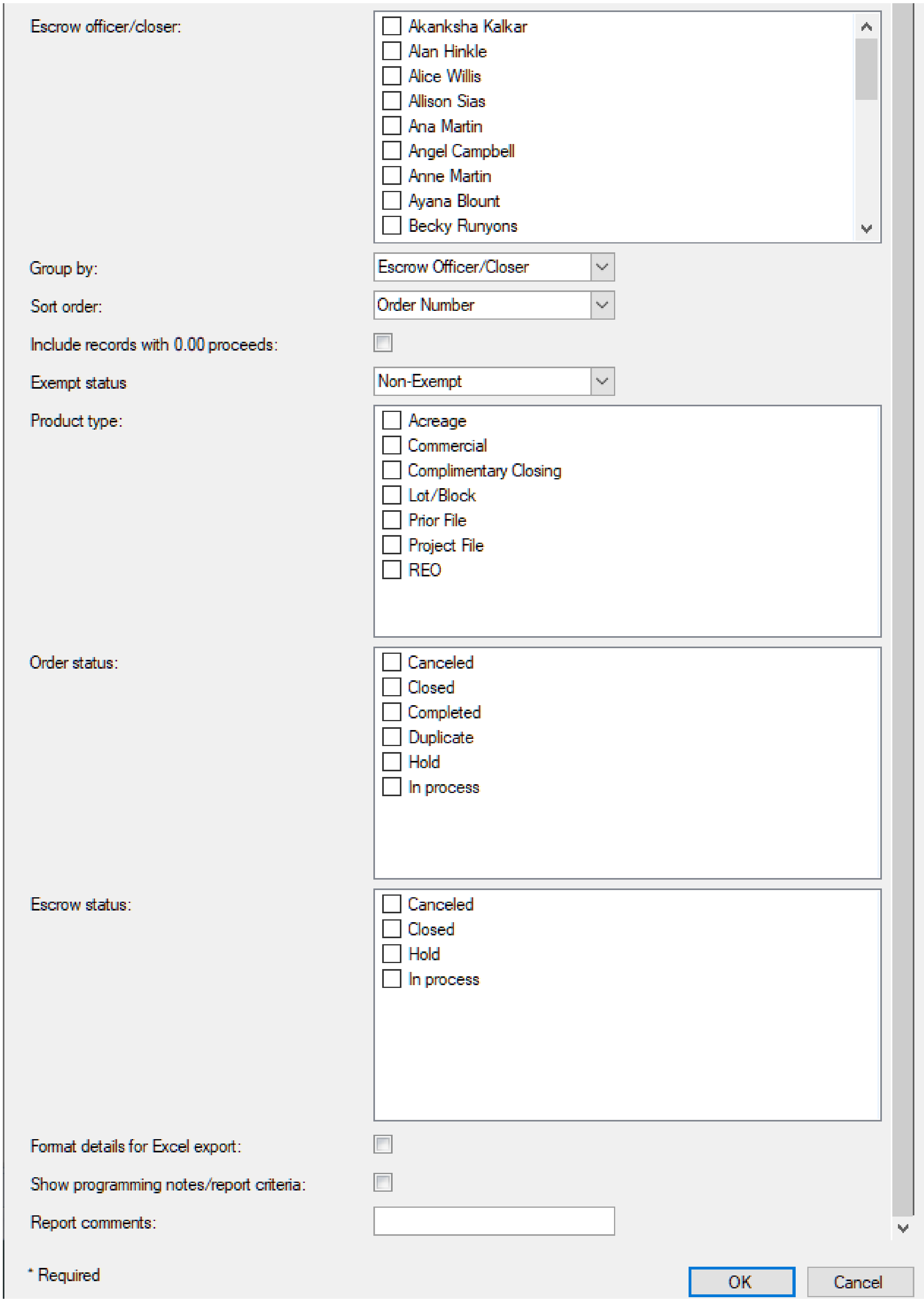
Category: Unrestricted

Data Requirements:

- 1099 Records that are missing data.
- Sellers with SSN/TIN that violate the SSA's rules on SSN's which meet the following criteria: begins with "666", begins with "000", contains "00" in positions 4-5 or contains "0000" in positions 6-9 will also be shown as invalid SSN/TIN.
- When a sales price is greater than 9,999,999,999.99, the following exception will appear - "Payment amount exceeds the 12 field positions allotted by the IRS".

Parameters:





- **Profile name –** dropdown; list of profiles available to the user running the report. Default is blank, this option is required. Filter orders by selected profile.

- **Include subprofiles –** checkbox, default checked. Based on the selected "Profile name" determines if any subprofiles under that profile are included. If checked they are, when unchecked only the selected profile's orders are included.
- **Settlement date from/through** – date range, default to current year.
- **Transmitter TCC** – picklist of Transmitter Control Codes.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.
- **Order Type –** picklist of available order types.
- **Escrow officer/closer –** picklist of escrow officers/closers. This is based on which profile is selected and of subprofiles are included or not.
- **Group by –** dropdown; options:
    - Profile
    - Escrow Officer/Closer (default)
    - Profile, Escrow Officer/Closer
- **Sort option –** dropdown; options:
    - Name control
    - Order number (default)
    - Settlement Agent
- **Include records with 0.00 proceeds –** checkbox, default unchecked. When checked records without proceeds will be included in the report.
- **Exempt status –** dropdown; options:
    - All
    - Exempt
    - Non-Exempt (Default)
- **Product type –** picklist of available product types.
- **Order status –** picklist of order status.
- **Escrow status –** picklist of escrow status.
- **Format details for Excel export –** checkbox, default unchecked. When checked results formatted to export into excel.
- **Show programming notes/report criteria –** see common reference Show Programming Notes.
- **Report comments** – See common references.

Grouping:

- Selected Group by option
- Transmitter TCC
- Payer Tax ID
- Is Exempt
- Individual or Organization

Sorting:

- Sort option (Order Number, Name Control)
- Tax Submission Payee ID

Columns:

- Exceptions (possible exceptions listed)
    - Invalid Name
    - Invalid TAXID/SSN

  - Invalid Forwarding Address
  - Invalid City
  - Invalid State
  - Invalid ZipCode
  - Invalid Settlement date
  - Invalid Legal Description
  - 1099-S has not been provided and/or signed
  - Gross proceeds are 0.00 and property or services were not received.
  - No foreign address was supplied.
- Is Foreign Person

Totals:

- None

Example:

1099-S Exceptions

Profile:	*Default including subprofiles*
Settlement Date:	*01/01/2023 through 12/31/2023*
Transmitter TCC:	*All*
Payer Tax ID Number (TIN):	*All*
Order Type:	*All*
Escrow Officer/Closer:	*All*
Group By:	*Escrow Officer/Closer*
Format/Sort Option:	*Sort by order number*
Exempt Status:	*Non-Exempt*
Product Type:	*All*
Order Status:	*All*
Escrow Status:	*All*

Order Number
Name Control
Payee name — **Is Foreign Person**
Exceptions

ESCROW OFFICER/CLOSER:
TRANSMITTER TCC: TCC-1
PAYER TAX ID NUMBER (TIN): 12-12345678
ESCROW OFFICER/CLOSER: Not Entered
TEST_PROCEEDS
TES
Testing Proceeds and Continuation of Name
Invalid TAXID/SSN
1099-S has not been provided and/or signed
Payment amount exceeds the 12 field positions allotted by the IRS

ESCROW OFFICER/CLOSER: Brandon Ritchie
TRANSMITTER TCC: TCC01
PAYER TAX ID NUMBER (TIN): 12-12345678
ESCROW OFFICER/CLOSER: Brandon Ritchie
DEMO-2023060023-CDF
SELL
Demo Seller
1099-S has not been provided and/or signed
Invalid ZipCode
Invalid State
Invalid City
Invalid Forwarding Address
Invalid TAXID/SSN

ESCROW OFFICER/CLOSER: Brett Coverdale
TRANSMITTER TCC: GndCn
PAYER TAX ID NUMBER (TIN): 98-5078970
ESCROW OFFICER/CLOSER: Brett Coverdale
CDFSigTestBR
INDI
Single Person Individaul
Invalid Forwarding Address
Invalid TAXID/SSN
1099-S has not been provided and/or signed
Invalid ZipCode
Invalid State
Invalid City

1099-S Exceptions (Enhanced) (SSP_1099ExceptionsPro1099) Page 1 of 3
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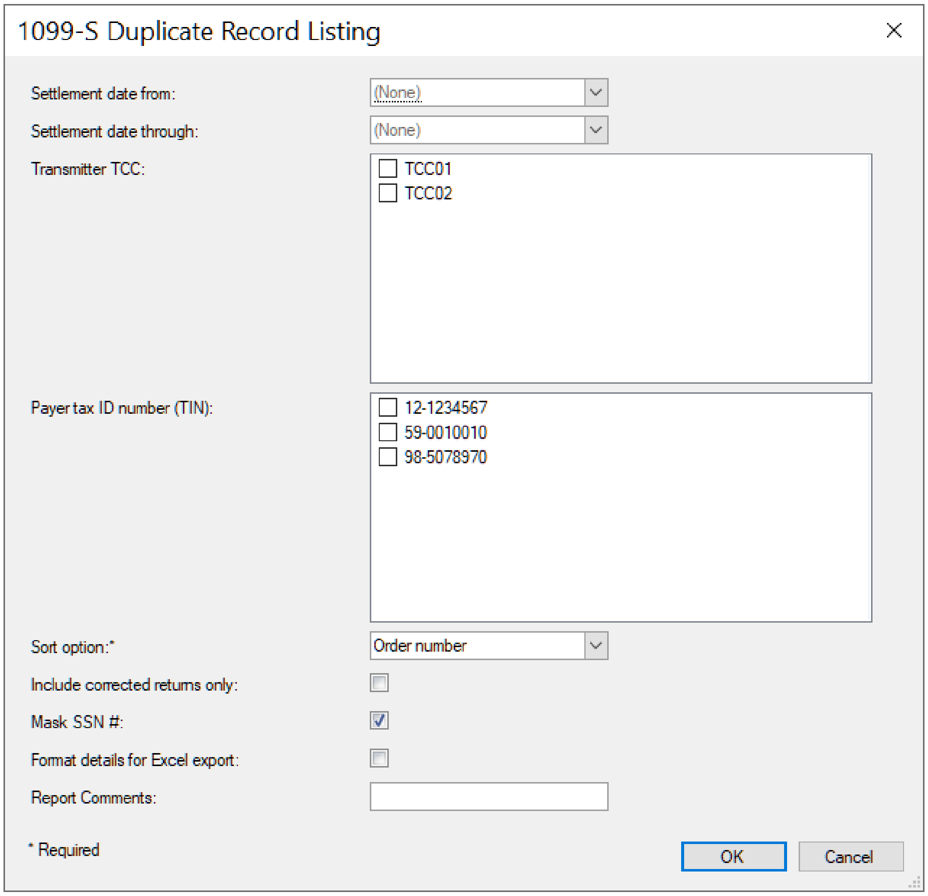
(↑) 1099-S Duplicate Record Listing

Category: Unrestricted

Data Requirements:

- 1099 Records with the same Tax ID and Order Number

Parameters:



- **Settlement date from/through** – Date range, limit records by the settlement date {{p1.Record.SettlementDate}}; blank settlement dates are included when left blank.
- **Transmitter TCC** – picklist of Transmitter Control Codes.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.
- **Sort option –** dropdown; options:
  - Order number (default)
  - Name control
- **Include corrected returns only –** Checkbox, default unchecked. See common references.
- **Mask SSN# –** Checkbox, default checked. See common references.
- **Format details for Excel export -** Checkbox, default unchecked. See common references.
- **Report comments** – See common references.

Grouping:

- Transmitter TCC
- Payer Tax ID
- Copy Given to Seller
- Is Exempt
- Individual or Organization

Sorting:

- Sort option (Order Number, Name Control)
- Tax Submission Payee ID

Columns:

- Order Number
- Name
- Continuation of Name
- Foreign Person
- Address
- Address City, State, Zip
- Special Data
- Description
- Escrow Officer/Closer
- Notes
- Name Control
- TaxID/SSN#1
- TaxID/SSN#2
- Settlement Date
- Property or Services Received
- Gross Proceeds
- Tax Credit
- Signed
- Exempt

Totals:

- None

Example:

1099-S Duplicate Record Listing

Settlement Date:	*All*
Transmitter TCC:	*All*
Payer Tax ID Number (TIN):	*All*
Format / Sort Options:	*Sort by order number*

TRANSMITTER TCC: TCC01

PAYER TAX ID NUMBER (TIN): 12-1234567

1099-S Not Furnished

Individual Returns

Order number:	H86-21-0027-LE	**Name Control:**	
Name:	Test Duplicate	**TaxID/SSN#:**	XXX-XX-6321
Continuation of Name:		**TaxID/SSN#:**	
Foreign Person:	No	**Settlement Date:**	
Address:		**Property or Services Received:**	No
City, State ZIP:		**Gross Proceeds:**	
Special Data:		**Tax Credit:**	
Description:		**Signed:**	No
Escrow Officer/Closer:		**Exempt:**	No

1099-S Furnished

Individual Returns

Order number:	H86-21-0027-LE	**Name Control:**	RAIN
Name:	Rainwater, Thomas	**TaxID/SSN#:**	XXX-XX-6321
Continuation of Name:		**TaxID/SSN#:**	
Foreign Person:	No	**Settlement Date:**	05/10/2021
Address:	2345 Grand Tetons Causeway	**Property or Services Received:**	No
City, State ZIP:	West Yellowston, MO 12345-6789	**Gross Proceeds:**	$150,525.00
Special Data:		**Tax Credit:**	$1,752.69
Description:	11559 Broken Rock Ranch Lane, Broken Ro	**Signed:**	No
Escrow Officer/Closer:		**Exempt:**	No

1099-S Duplicate Record Listing

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(↑) Pro1099 vs ProForm Data Variances

Category: Unrestricted

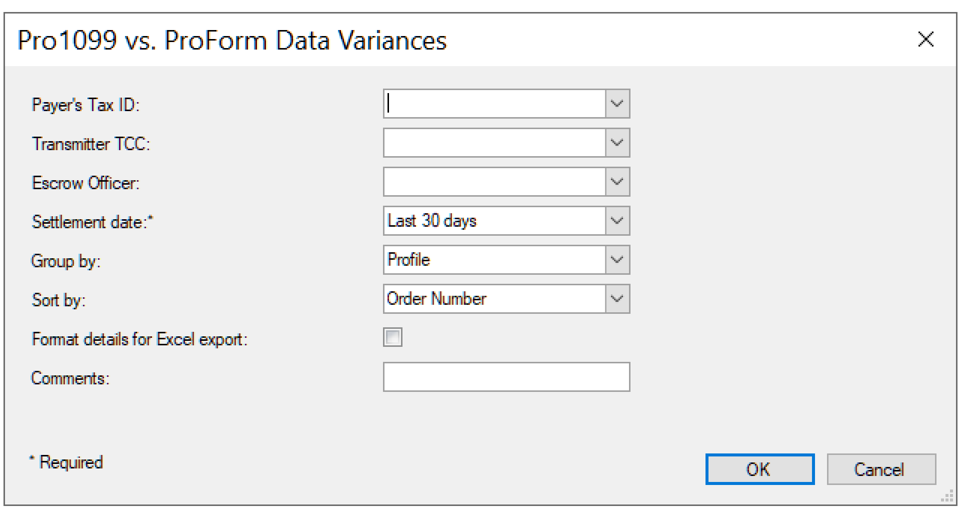
Data Requirements:

- The purpose of this report is to help identify any inconsistencies between the ProForm Order (order) and the Pro1099 Record (record)
  - When the record is created, the order and the record are the same. If the order is subsequently changed, the record updates on order save. However, if someone has manually modified the record data in Pro1099, the order and record can be different. This report will identify if any of these situations exist and include the variant data (e.g., the settlement date in the order is different from the settlement date in the record)
- Some of the more common reasons for order and the record variances are:
  - The record was changed, and the order was not changed (e.g., Seller's Address, Foreign Person Information)
  - The owning profile of the order was changed after the record was created (this can cause a variance in the owning profile information as well as other values like the Settlement Date – if the profiles are configured with different time zones)

Recommended Action:

- The recommendation is to review all orders on this report and validate if the record has correct data or not.
- If the order is correct but the record is not, make an insignificant change to the order and re-save it.
- If the record data is correct, but the order data is not, the recommendation is to change the order data to make it correct as well (to prevent a future order change and save from making the record incorrect)
- If there is not a record and there should be, try to identify the root cause of why the order did not meet the criteria for the record to be created (see Pro1099 Record Export Criteria). Then correct the issue or make an insignificant change and save the order. Validate that the record now exists in Pro1099.

Parameters:



- **Transmitter TCC** – picklist of Transmitter Control Codes.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.

- **Escrow Officer** – **Escrow officer –** picklist; distinct list all escrow officers/closers in Pro1099 Records limited to current profile.
- **Settlement date –** dropdown; options:
  - Last 30 days (default)
  - Last 90 days
  - Last 120 days
  - Prior filing year (Year)
  - Current filing year (Year)
  - Next filing year (Year)
- **Group by –** dropdown; options:
  - Escrow officer/Closer
  - Payer's Tax ID
  - Profile (default)
  - Transmitter TCC
- **Sort by –** dropdown; options:
  - Group option Escrow Officer/Closer selected
    - Order Number (default)
    - Profile
  - Group option Payer's Tax ID, Profile ID, or Transmitter TCC selected.
    - Order Number (default)
    - Escrow Officer/Closer
- **Format details for Excel export -** Checkbox, default unchecked. See common references.
- **Report comments** – See common references.

Grouping:

- Changes based on the "Group by" parameter.

Sorting:

- Changes based on the "Group by" and "Sort by" parameters.

Columns:

- Order Number
- Escrow Officer/Closer
- Seller
- Field Name
- Pro1099
- ProForm

Totals:

- None

Example:

Pro1099 vs. ProForm Data Variances

Payer's Tax ID: *All*
Transmitter TCC: *All*
Escrow Officer/Closer: *All*
Settlement Date: *Last 120 days*
Group By: *Profile*
Sort By: *Order Number*

Profile	Payer's Tax ID	Transmitter TCC			
Order Number	**Escrow Officer/Closer**	**Seller**	**Field Name**	**Pro1099**	**ProForm**
LENNIS	**12-1234567**	**TCC01**			
CDF-22-0140-Purchase	Susie Quinton	Rainwater, Thomas	Foreign person	Yes	No

Pro1099 vs. ProForm Data Variances

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(↑) Missing and Orphaned Records

Category: Unrestricted

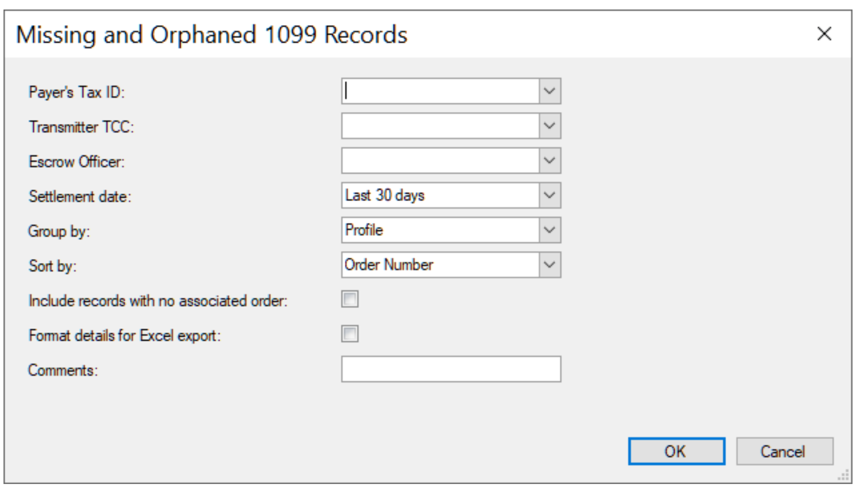
Data Requirements:

- The purpose of this report is to help identify any potentially missing Pro1099 records.
- Any ProForm Order (order) that meets the criteria for a Pro1099 Record (record) to be created/exported, but the record does not exist will be returned to the report. Below are known scenarios that may have caused the record to be missing.
  - An order was created but never marked canceled (this is often consistent with the last Order History update being prior to the Settlement Date)
  - The Seller proceeds are exempt from 1099 reporting and the Pro1099 record was manually deleted (rather than the ProForm order being marked EXEMPT)
  - The Profile based option to create a record once the order is marked "Escrow Closed" is set and the Escrow Status in the order is not closed.

Recommended Action:

- The recommendation is to review all orders on this report and validate if there should be a Pro1099 record.
- If there is not a record and there should be, try to identify the root cause of why the order did not meet the criteria for the record to be created (see Pro1099 Record Export Criteria). Then correct the issue or make an insignificant change and save the order. Validate that the record now exists in Pro1099.

Parameters:



- **Transmitter TCC** – picklist of Transmitter Control Codes.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.
- **Escrow Officer** – **Escrow officer –** picklist; distinct list all escrow officers/closers in Pro1099 Records limited to current profile.
- **Settlement date –** dropdown; options:
  - Last 30 days (default)
  - Last 90 days
  - Last 120 days
  - Prior filing year (Year)
  - Current filing year (Year)
  - Next filing year (Year)

- **Group by –** dropdown; options:
  - Escrow officer/Closer
  - Payer's Tax ID
  - Profile (default)
  - Transmitter TCC
- **Sort by –** dropdown; options:
  - Group option Escrow Officer/Closer selected
    - Order Number (default)
    - Profile
  - Group option Payer's Tax ID, Profile ID, or Transmitter TCC selected.
    - Order Number (default)
    - Escrow Officer/Closer
- **Include records with no associated order** – Checkbox; default unchecked. When checked records without associated ProForm orders will be included in the report.
- **Format details for Excel export -** Checkbox, default unchecked. See common references.
- **Report comments** – See common references.

Grouping:

- Group option (Escrow Officer/Closer, Payer Tax ID, Profile, Transmitter TCC)

Sorting:

- Sort option
  - Group option Escrow Officer/Closer selected, sort option (Order Number, Profile)
  - Group option Payer's Tax ID, Profile ID, or Transmitter TCC selected, sort option (Order Number, Escrow Officer/Closer)

Columns:

- Order Number
- Settlement Date
- Escrow Officer/Closer
- Seller
- Property (HUD & CDF Orders)
- Exception Reason (possible exceptions listed)
  - This is a manually created 1099 record.
  - A 1099 record exists for seller(s) not associated to a ProForm order.
  - ProForm order does not have an associated 1099 record.
  - ProForm order does not meet the requirements for a 1099 record.

Totals:

- None

Example:

Missing and Orphaned Records

Payer's Tax ID: *All*
Transmitter TCC: *All*
Escrow Officer/Closer: *All*
Settlement Date: *Last 30 days*
Group By: *Profile*
Sort By: *Order Number*
Include Records with no Associated Order: *No*

Profile / Order Number / Exception	Payer's Tax ID / Settlement Date	Transmitter TCC / Escrow Officer/Closer	Seller	Type	Property
	98-5078970	**TCC02**			
CDF2022081991BR	10/24/22		SELLER1, ONE	Individual	
ProForm order does not have an associated 1099 record					
H862022081987BR	10/19/22		SELLER1, ONE	Individual	
ProForm order does not have an associated 1099 record					
CA Division					
22-0236	10/07/22		Name, Seller	Individual	
ProForm order does not have an associated 1099 record					
22-0237	10/07/22		Name, Seller	Individual	
ProForm order does not have an associated 1099 record					
22-0238	10/07/22		Name, Seller	Individual	
ProForm order does not have an associated 1099 record					
22-0239	10/07/22		Name, Seller	Individual	
ProForm order does not have an associated 1099 record					

Missing and Orphaned Records

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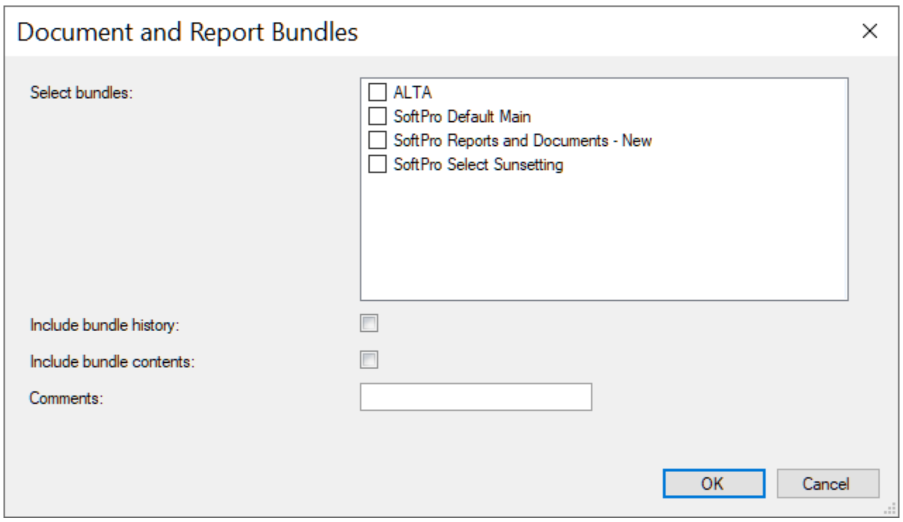
(↥) Document and Report Bundles

Category: Unrestricted

Data Requirements:

- Shows installed bundles.
- Shows bundle version history when option selected.
- Shows bundle contents (trees, scripts, readydocs, readyblocs, reports and custom fields) when option selected.

Parameters:



- **Select bundles –**picklist; list all document and report bundles installed in SPAdmin.
- **Include bundle history –** Checkbox; default unchecked, when checked a list of bundle versions installed will be listed sorted descending left to right, then down.
- **Report comments** – see common references

Grouping:

- Bundle Name
- Bundle Contents (in order listed below)
  - Trees
  - Scripts Files
  - Checks
  - Crystal Report ReadyDocs
  - HTML ReadyBlocs
  - HTML ReadyDocs
  - Word ReadyBlocs
  - Word ReadyDocs
  - ProForm Reports
  - ProTrust Reports
  - SPAdmin Reports
  - Custom Fields

Sorting:

- Content name

Columns:

See example for layout.

- Bundles
  - Bundle Name
  - Description
  - Current Version
- Trees and Script Files
  - Name
  - Title
  - Category
- ReadyBlocs, ReadyDocs, Reports
  - Name
  - Category
  - Format
  - Title
  - Context
- Custom Fields
  - Name
  - Field Type
  - Prompt
  - Hidden
  - Length
  - Title
  - Context

Totals:

- None

Example:

Document and Report Bundles
With Bundle History and Contents

Bundles: *SoftPro Default Main*

Bundle Name	Description	Current Version
SoftPro Default Main	**SoftPro Default Main**	**4.6.20220825.0**

Version History (descending left to right, then down)

4.6.20220825.0	4.6.20220818.0	4.6.20220817.0	4.6.20220816.0
4.6.20220815.0	4.6.20220811.0	4.6.20220810.0	4.6.20220809.0
4.6.20220808.0	4.6.20220805.0	4.6.20220804.0	4.6.20220803.1
4.6.20220803.0	4.6.20220801.1	4.6.20220801.0	4.6.20220729.0

Trees

Name	Title	Category
Default Application	ProForm ReadyBloc Trees	Rdy Bloc
Default Documents	ProForm ReadyDoc Trees	Rdy
Default Pro1099 Reports	Pro1099 Report Trees	P1 Rpt
Default ProForm Reports	ProForm Report Trees	PF Rpt
Default ProTrust Reports	ProTrust Report Trees	PT Rpt
Default SPAdmin Reports	SPAdmin Report Trees	SPA Rpt

Script Files

Name	Title	Category
SoftProDefaulMainRptDocsScript		Script

Checks

Name / Title	Category	Format / Context
DOC_SPUNR_Check_CSS Check (Check / Stub / Stub)	Unrestricted	Crystal Report {{Ledger.Transaction}}
DOC_SPUNR_Check_SCS Check (Stub / Check / Stub)	Unrestricted	Crystal Report {{Ledger.Transaction}}
DOC_SPUNR_Check_SSC Check (Stub / Stub / Check)	Unrestricted	Crystal Report {{Ledger.Transaction}}

Crystal Report ReadyDocs

Name / Title	Category	Format / Context
DOC_SPESC_CSS_OrderBalanceSheet Order Balance Sheet	Escrow	Crystal Report {{Order.CSSs}}
DOC_SPUNR_OrderBalanceSheet_Letter_ProForm HUD-1 Order Balance Sheet (Letter)	Escrow	Crystal Report {{Order.Hud}}
DOC_SPUNR_OrderBalanceSheet_ProForm HUD-1 Order Balance Sheet (Legal)	Escrow	Crystal Report {{Order.Hud}}
DOC_SPESC_FeeDetails Fee Details	Escrow	Crystal Report {{Order}}
DOC_SPESC_SettlementStatement_Individual_Buyer Individual Buyer or Borrower's Statement (Legal)	Escrow	Crystal Report {{Order.Buyer}}
DOC_SPESC_SettlementStatement_Individual_Seller Individual Seller's Statement (Legal)	Escrow	Crystal Report {{Order.Seller}}
DOC_SPUNR_DisbursementsSummary_ProForm Disbursements Summary	Accounting	Crystal Report {{Order.HUD}}
DOC_SPUNR_DisbursementsSummary_Letter_ProForm Disbursements Summary (Letter)	Accounting	Crystal Report {{Order.HUD}}

HTML ReadyBlocs

Name / Title	Category	Format / Context
H_CDF2015_MasterSettlementStatement_Header_Lender H_CDF2015_MasterSettlementStatement_Header_Lender	Unrestricted	HTML {{Order.CDFs}}
H_CDF2015_MasterSettlementStatement_Header_OrderNumberAndDates H_CDF2015_MasterSettlementStatement_Header_OrderNumberAndDates	Unrestricted	HTML {{Order.CDFs}}
H_CDF2015_MasterSettlementStatement_Signatures_SettlementAgent H_CDF2015_MasterSettlementStatement_Signatures_SettlementAgent	Unrestricted	HTML {{Order.CDFs}}
H_CDF2015_MasterSettlementStatement_Header_Properties H_CDF2015_MasterSettlementStatement_Header_Properties	Unrestricted	HTML {{Order.CDFs}}
H_CDF2015_MasterSettlementStatement_Header_SettlementAgent H_CDF2015_MasterSettlementStatement_Header_SettlementAgent	Unrestricted	HTML {{Order.CDFs}}

Document and Report Bundles — Page 1 of 29
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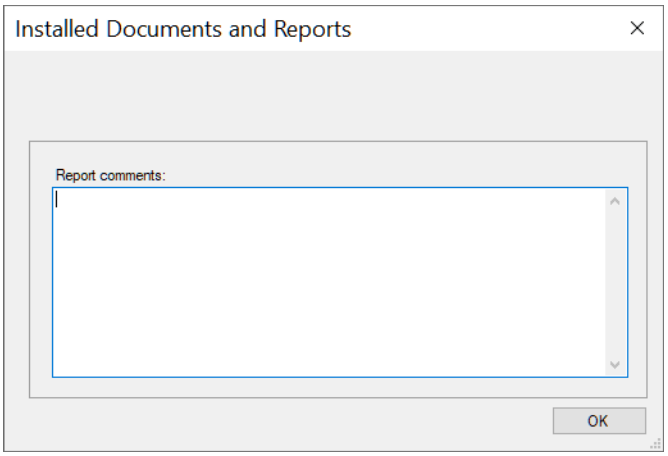
(↑) Installed Documents and Reports

Category: Unrestricted

Data Requirements:

- Shows Documents and Reports installed based on available trees in the current profile.
- Report is in each module (ProForm, ProTrust, Pro1099, and SPAdmin) and will show the available trees to the module you run it from. Documents are only shown when ran from ProForm.
- SPAdmin report settings are shown at the end of this report "Profile Settings – Accounting Advanced Report Options and Active check Templates". This includes all the reports you can set in SPAdmin for the current profile and all active check templates. When applicable auto print setting is shown (on or off).

Parameters:



- **Report comments** – see common references

Grouping:

- Tree Type
- Tree Name
- Folder

Sorting:

- Document/Report Name

Columns:

- Title/Name
- Category
- Edit Option
- Pinned (Yes/No)
- Pin Last Modified
- Last Modified

Totals:

- None

Example:

Installed Documents and Reports

Title / Name	Category	Edit Option	Pinned	Pin Last Modified	Last Modified
TREE: Default Pro1099 Reports					
1099-S Record Listing (SP_1099SRecordListing)	Unrestricted	Restricted	No		06/07/23
1099-S Exceptions (SP_1099Exceptions)	Unrestricted	Restricted	No		06/07/23
1099-S Duplicate Record Listing (SP_DuplicateRecordListing)	Unrestricted	Restricted	No		06/07/23
Pro1099 vs. ProForm Data Variances (SP_1099ToProFormDataVariances)	Unrestricted	Restricted	No		06/07/23
Missing and Orphaned 1099 Records (SP_MissingAndOrphaned1099Records)	Title	Restricted	No		06/07/23
FOLDER: Default Pro1099 Reports\Configuration\Documents and Reports					
Document and Report Bundles (SPUNR_DocumentAndReportBundles_Pro1099)	Unrestricted	ReadOnly	No		06/07/23
Installed Documents and Reports (SPUNR_InstalledDocRpts_Pro1099)	Unrestricted	ReadOnly	No		06/07/23

Installed Documents and Reports

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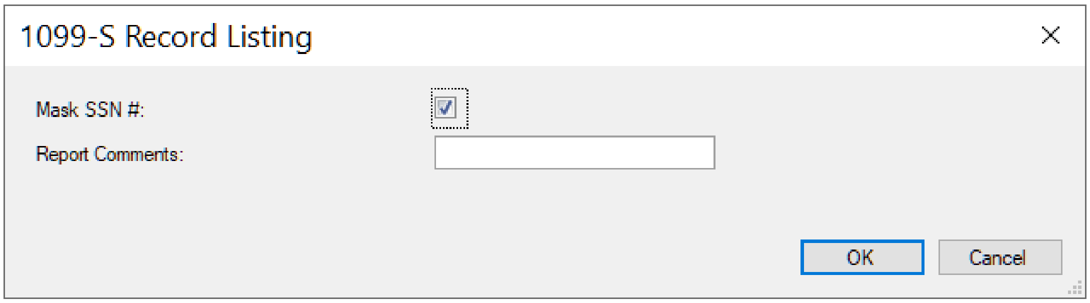
(↑) 1099-S Record Listing

Category: Unrestricted

Data Requirements:

- This report is run from Preview/Print Record buttons on the Pro1099 ribbon and prints the record listing for the 1099 record user is currently viewing.

Parameters:



- **Mask SSN# –** Checkbox, default checked. See common references.
- **Report comments** – See common references.

Columns:

- Order Number
- Name
- Continuation of Name
- Foreign Person
- Address
- Address City, State, Zip
- Special Data
- Description
- Escrow Officer/Closer
- Name Control
- TaxID/SSN#1
- TaxID/SSN#2
- Settlement Date
- Property or Services Received
- Gross Proceeds
- Tax Credit
- Signed
- Exempt

Totals:

- None

Example:

1099-S Record Listing

TRANSMITTER TCC: TCC01

PAYER TAX ID NUMBER (TIN): 12-1234567

1099-S Furnished

Individual Returns

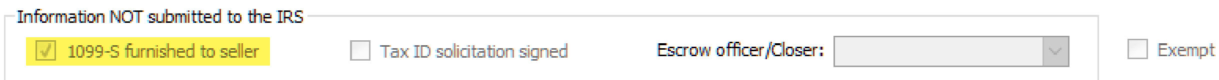
Order number:	CDF-22-0136-LE	**Name Control:**	MCPH
Name:	McPherson, Benjamin Reynolds	**TaxID/SSN#:**	XXX-XX-7097
Continuation of Name:	McPherson, Kathryn Adrienne	**TaxID/SSN#:**	XXX-XX-0987
Foreign Person:	No	**Settlement Date:**	06/17/2022
Address:	123 New Place Way	**Property or Services Received:**	No
City, State ZIP:	Raleigh, NC 27609	**Gross Proceeds:**	$100,000.00
Special Data:		**Tax Credit:**	$0.00
Description:	Property Address/Raleigh NC 27609	**Signed:**	No
Escrow Officer/Closer:		**Exempt:**	No

(↑) Substitute 1099-S Form(s)

Category: Unrestricted

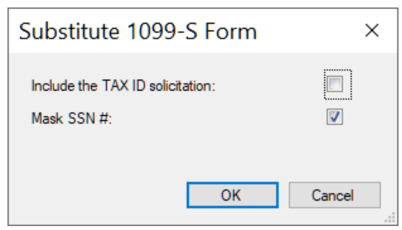
Data Requirements:

- This document is generated from the Preview/Print Record buttons on the Pro1099 ribbon for the single record being viewed. When printed from the "Print Substitute 1099-S Forms" button, it prints a batch of records based on the parameters selected.
- When this document is printed, it checks the "1099-S furnished to seller" field in the "Information NOT submitted to the IRS" section on the record.



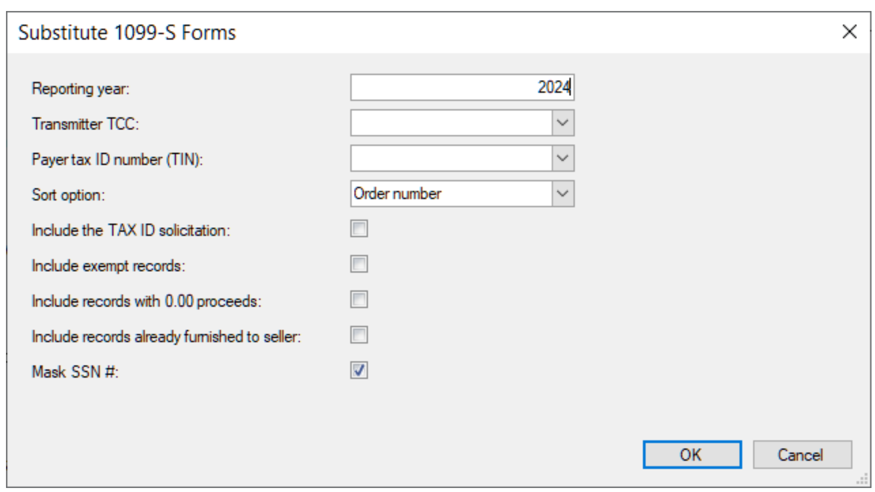
Parameters:

When previewing/printing individual records



- **Include the TAX ID solicitation –** Checkbox, default unchecked.
- **Mask SSN# –** Checkbox, default checked. See common references.

When batch printing records



- **Reporting Year –** See common references.
- **Transmitter TCC** – picklist of Transmitter Control Codes.
- **Payer tax ID number (TIN) –** picklist of Payer tax ID numbers.
- **Sort option –** dropdown; options:
    - Order number (default)
    - Name control
- **Include the TAX ID solicitation –** Checkbox, default unchecked. When checked the document includes an acknowledgment and signature section for the seller to sign.

- **Include exempt records –** Checkbox, default unchecked. When checked records with "Exempt checked are included in the report.
- **Include records with 0.00 proceeds –** Checkbox, default unchecked. When checked records without proceeds are included in the report.
- **Mask SSN# –** Checkbox, default checked. See common references.

Example (with solicitation):

FOR THE CALENDAR YEAR: 2022
OMB No. 1545-0997 (Rev. January 2022)

SUBSTITUTE FORM 1099-S
PROCEEDS FROM REAL ESTATE TRANSACTIONS

SETTLEMENT AGENT/FILER'S NAME AND ADDRESS
Pro1099 Payer Name On Profile
1099 Street Address
Payer1099 City, DC 10990-1099
(999) 100-1099
Filer's Tax ID Number (TIN): 12-12345678

SELLER/TRANSFEROR'S NAME AND ADDRESS
Randell Dean Anderson
Kathy Price Anderson
81229 NW 18th Street
Oak Island, NC 12345-6789
Transferor's Federal Tax ID Number: XXX-XX-4567

Account/Order Number: 221116-00148

1 Date of Closing
12/12/2022

2 Gross Proceeds:
418,000.00

3 Address or Legal Description:
22819 NE 62nd Street/Oak Island NC

4 Transferor received or will receive property or services as part of the consideration (if checked) ☐

5 If checked, transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) ☒

6 Buyer's part of real estate tax:
184.95

THIS IS IMPORTANT TAX INFORMATION AND IS BEING FURNISHED TO THE IRS. IF YOU ARE REQUIRED TO FILE A RETURN, A NEGLIGENCE PENALTY OR OTHER SANCTION MAY BE IMPOSED ON YOU IF THIS ITEM IS REQUIRED TO BE REPORTED AND THE IRS DETERMINES THAT IT HAS NOT BEEN REPORTED.

YOU ARE REQUIRED BY LAW TO PROVIDE PRO1099 PAYER NAME ON PROFILE WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER. IF YOU DO NOT PROVIDE PRO1099 PAYER NAME ON PROFILE WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER, YOU MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES IMPOSED BY LAW.

UNDER PENALTIES OF PERJURY, I CERTIFY THAT I AM A U.S. PERSON OR U.S. RESIDENT ALIEN AND THE NUMBER SHOWN ON THIS STATEMENT IS MY CORRECT TAXPAYER IDENTIFICATION NUMBER.

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS STATEMENT.

Randell Dean Anderson ____________ Date ____________

Kathy Price Anderson ____________ Date ____________

INSTRUCTIONS FOR TRANSFEROR:

Sign and return a copy of this form immediately to Pro1099 Payer Name On Profile.

For sales or exchanges of certain real estate, the person responsible for closing a real estate transaction must report the real estate proceeds to the IRS and must furnish this statement to you. To determine if you have to report the sale or exchange of your main home on your tax return, see the instructions for Schedule D (Form 1040). If the real estate was not your main home, report the transaction on Form 4797, Form 6252, and/or the Schedule D for the appropriate income tax form. If box 4 is checked and you received or will receive like-kind property, you must file Form 8824.

Federal mortgage subsidy. You may have to recapture (pay back) all or part of a federal mortgage subsidy if **all** the following apply:

- You received a loan provided from the proceeds of a qualified mortgage bond or you received a mortgage credit certificate.
- Your original mortgage loan was provided after 1990.
- You sold or disposed of your home at a gain during the first 9 years after you received the federal mortgage subsidy.
- Your income for the year you sold or disposed of your home was over a specified amount.

This will increase your tax. See Form 8828, and Pub. 523.

Transferor's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the filer assigned to distinguish your account.

Box 1. Shows the date of closing.

Box 2. Shows the gross proceeds from a real estate transaction, generally the sales price. Gross proceeds include cash and notes payable to you, notes assumed by the transferee (buyer), and any notes paid off at settlement. Box 2 does not include the value of other property or services you received or will receive. See Box 4.

Box 3. Shows the address or legal description of the property transferred.

Box 4. If checked, shows that you received or will receive services or property (other than cash or notes) as part of the consideration for the property transferred. The value of any services or property (other than cash or notes) is not included in box 2.

Box 5. If checked, shows that you are a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust).

Box 6. Shows certain real estate tax on a residence charged to the buyer at settlement. If you have already paid the real estate tax for the period that includes the sale date, subtract the amount in box 6 from the amount already paid to determine your deductible real estate tax. But if you have already deducted the real estate tax in a prior year, generally report this amount as income on the "Other income" line of Schedule 1 (Form1040). For more information, see Pub. 523, Pub. 525, and Pub. 530.

Future developments. For the latest developments related to Form 1099-S and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099S.

Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

For Privacy Act and Paperwork Reduction Act Notice, **see the 2022 General Instructions for Certain Information Returns.**
Department of the Treasury - Internal Revenue Service

221116-00148

Example (without solicitation):

FOR THE CALENDAR YEAR: 2022
OMB No. 1545-0997 (Rev. January 2022)

SUBSTITUTE FORM 1099-S
PROCEEDS FROM REAL ESTATE TRANSACTIONS

SETTLEMENT AGENT/FILER'S NAME AND ADDRESS
Pro1099 Payer Name On Profile
1099 Street Address
Payer1099 City, DC 10990-1099
(999) 100-1099
Filer's Tax ID Number (TIN): 12-12345678

SELLER/TRANSFEROR'S NAME AND ADDRESS
Randell Dean Anderson
Kathy Price Anderson
81229 NW 18th Street
Oak Island, NC 12345-6789
Transferor's Federal Tax ID Number: XXX-XX-4567

Account/Order Number: 221116-00148

1 Date of Closing	12/12/2022
2 Gross Proceeds:	418,000.00
3 Address or Legal Description:	22819 NE 62nd Street/Oak Island NC
4 Transferor received or will receive property or services as part of the consideration (if checked)	☐
5 If checked, transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust)	X
6 Buyer's part of real estate tax:	184.95

THIS IS IMPORTANT TAX INFORMATION AND IS BEING FURNISHED TO THE IRS. IF YOU ARE REQUIRED TO FILE A RETURN, A NEGLIGENCE PENALTY OR OTHER SANCTION MAY BE IMPOSED ON YOU IF THIS ITEM IS REQUIRED TO BE REPORTED AND THE IRS DETERMINES THAT IT HAS NOT BEEN REPORTED.

YOU ARE REQUIRED BY LAW TO PROVIDE PRO1099 PAYER NAME ON PROFILE WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER. IF YOU DO NOT PROVIDE PRO1099 PAYER NAME ON PROFILE WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER, YOU MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES IMPOSED BY LAW.

INSTRUCTIONS FOR TRANSFEROR:

For sales or exchanges of certain real estate, the person responsible for closing a real estate transaction must report the real estate proceeds to the IRS and must furnish this statement to you. To determine if you have to report the sale or exchange of your main home on your tax return, see the instructions for Schedule D (Form 1040). If the real estate was not your main home, report the transaction on Form 4797, Form 6252, and/or the Schedule D for the appropriate income tax form. If box 4 is checked and you received or will receive like-kind property, you must file Form 8824.

Federal mortgage subsidy. You may have to recapture (pay back) all or part of a federal mortgage subsidy if **all** the following apply:

- You received a loan provided from the proceeds of a qualified mortgage bond or you received a mortgage credit certificate.
- Your original mortgage loan was provided after 1990.
- You sold or disposed of your home at a gain during the first 9 years after you received the federal mortgage subsidy.
- Your income for the year you sold or disposed of your home was over a specified amount.

This will increase your tax. See Form 8828, and Pub. 523.

Transferor's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the filer assigned to distinguish your account.

Box 1. Shows the date of closing.

Box 2. Shows the gross proceeds from a real estate transaction, generally the sales price. Gross proceeds include cash and notes payable to you, notes assumed by the transferee (buyer), and any notes paid off at settlement. Box 2 does not include the value of other property or services you received or will receive. See Box 4.

Box 3. Shows the address or legal description of the property transferred.

Box 4. If checked, shows that you received or will receive services or property (other than cash or notes) as part of the consideration for the property transferred. The value of any services or property (other than cash or notes) is not included in box 2.

Box 5. If checked, shows that you are a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust).

Box 6. Shows certain real estate tax on a residence charged to the buyer at settlement. If you have already paid the real estate tax for the period that includes the sale date, subtract the amount in box 6 from the amount already paid to determine your deductible real estate tax. But if you have already deducted the real estate tax in a prior year, generally report this amount as income on the "Other income" line of Schedule 1 (Form1040). For more information, see Pub. 523, Pub. 525, and Pub. 530.

Future developments. For the latest developments related to Form 1099-S and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099S.

Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

For Privacy Act and Paperwork Reduction Act Notice, **see the 2022 General Instructions for Certain Information Returns.**
Department of the Treasury - Internal Revenue Service

221116-00148

(↑) Exemptions Form

Category: Unrestricted

CERTIFICATION FOR NO INFORMATION REPORTING ON THE SALE OR EXCHANGE OF A PRINCIPAL RESIDENCE

Order number: CDF-22-0139-LE

This form may be completed by the seller of a principal residence. This information is necessary to determine whether the sale or exchange should be reported to the seller, and to the Internal Revenue Service on Form 1099-S, *Proceeds From Real Estate Transactions*. If the seller properly completes Parts I and III, and makes a "true" response to assurances (1) through (6) in Part II (or a "not applicable" response to assurance (6)), no information reporting to the seller or to the Service will be required for that seller. The term "seller" includes each owner of the residence that is sold or exchanged. Thus, if a residence has more than one owner, a real estate reporting person must either obtain a certification from each owner (whether married or not) or file an information return and furnish a payee statement for any owner that does not make the certification.

Part I. Seller Information

1. Name Benjamin Reynolds McPherson
2. Address or legal description (including city, state, and ZIP code) of residence being sold or exchanged

   123 Property Address/Raleigh MO 27609
3. Taxpayer Identification Number (TIN) 540-98-7097
4. Forwarding Address (MUST BE COMPLETED) 123 New Place Way, Raleigh, NC 27609

Part II. Seller Assurances

True False Check "true" or "false" for assurances (1) through (5), and "true", "false", or "not applicable" for assurance (6).

[ ] [ ] (1) I owned and used the residence as my principal residence for periods aggregating 2 years or more during the 5-year period ending on the date of the sale or exchange of the residence.

[ ] [ ] (2) I have not sold or exchanged another principal residence during the 2-year period ending on the date of the sale or exchange of the residence.

[ ] [ ] (3) I (or my spouse or former spouse, if I was married at any time during the period beginning after May 6, 1997, and ending today) have not used any portion of the residence for business or rental purposes after May 6, 1997.

[ ] [ ] (4) At least one of the following three statements applies:

The sale or exchange is of the entire residence for $250,000 or less.

OR

I am married, the sale or exchange is of the entire residence for $500,000 or less, and the gain on the sale or exchange of the entire residence is $250,000 or less.

OR

I am married, the sale or exchange is of the entire residence for $500,000 or less, and (a) I intend to file a joint return for the year of the sale or exchange, (b) my spouse also used the residence as his or her principal residence for periods aggregating 2 years or more during the 5-year period ending on the date of the sale or exchange of the residence, and (c) my spouse also has not sold or exchanged another principal residence during the 2-year period ending on the date of the sale or exchange of the principal residence.

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CERTIFICATION FOR NO INFORMATION REPORTING ON THE SALE OR EXCHANGE OF A PRINCIPAL RESIDENCE

[ ] [ ] (5) During the 5-year period ending on the date of the sale or exchange of the residence, I did not acquire the residence in an exchange to which section 1031 of the Internal Revenue Code applied.

True False N/A
[ ] [ ] [ ] (6) If my basis in the residence is determined by reference to the basis in the hands of a person who acquired the residence in an exchange to which section 1031 of the Internal Revenue Code applied, the exchange to which section 1031 applied occurred more than 5 years prior to the date I sold or exchanged the residence.

Part III. Seller Certification

Under penalties of perjury, I certify that all the above information is true as of the end of the day of the sale or exchange.

______________________________ ____________________
Benjamin Reynolds McPherson Date

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