



Form 1099-MISC and 1099-NEC Compliance



1099/1096 and IRS Compliance

- 2 TYPES:

- 1099 NEC (Non-Employee Compensation)

- All services to unincorporated vendors
 - Gifts to Pastor (including Christmas, Pastors Appreciation Month, and Birthday \$)

- 1099 MISC

- Rent PAYMENTS to others - **IF** your church has PAID rent to an individual or a business NOT incorporated in Florida, you are required to file this form.

- **REQUIRED Reporting:**

- \$600 and up (Cumulative)
 - Including Conference Employees



Before the church hires for services, have the vendor fill out a W-9 Form. You can get W-9 forms for free at the IRS website.

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.		
Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <hr/>	
	2 Business name/disregarded entity name, if different from above. <hr/>	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)

[Form W-9 \(Rev. March 2024\)](#)

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>



Report 1099 Payments

Go to Reports & Graphs,
then select
Form 1099
Payments

Choose a Report

Close

Choose a Report

Reports

- Financial Summary
- Monthly Budget
- Contribution
- Deposit
- Check
- Transfer/Allocation
- Contribution Statistics
- Income/Expense
- Balance Sheet

Misc.

- Account Journal
- Receipts
- Bank Reconciliation

Lists

- Names
- Accounts

Comparisons

- Monthly Expense
- Annual

Graphs

- Graphs

Taxes

- Form 1099 Payments



Dates

This calendar year-to-date (2022) 01/01/22 To 12/31/22



Vendors

Vendor Name	1099 Paid	Total Paid
Florida Conference of SDA	0.00	213,416.62
Adventist Frontier Missions	0.00	12,000.00
Florida Living Retirement Center	0.00	10,308.00
[Redacted]	0.00	5,000.00
[Redacted]	0.00	5,000.00
Ture Larson	4,400.00	4,400.00
[Redacted]	0.00	3,000.00
Debbie Candy	2,950.00	2,950.00

Vendors on upper screen

Selected Vendor activity on the lower screen

Payments

Vendor: Ture Larson

Select All Clear All

1099 Total 4,400.00

1099	Date	Chk#	Memo	Account	Amount
<input checked="" type="checkbox"/>	3/14/2022	982	Pianist/Organist Mar 5 & 12, 2022	Combined Budget	400.00
<input checked="" type="checkbox"/>	5/5/2022	1010	Pianist/Organist Apr 2, 9 & 30, 2022	Combined Budget	600.00
<input checked="" type="checkbox"/>	6/7/2022	1024	Pianist/Organist May 7 & 21, 2022	Combined Budget	400.00
<input checked="" type="checkbox"/>	7/3/2022	1034	Pianist/Organist June 4 & 18, 2022	Combined Budget	400.00
<input checked="" type="checkbox"/>	8/7/2022	1046	Pianist/Organist July 2, 9, 16 & 23	Combined Budget	800.00
<input checked="" type="checkbox"/>	9/5/2022	1058	Pianist/Organist Aug 6 & 20	Combined Budget	400.00
<input checked="" type="checkbox"/>	10/12/2022	1075	Pianist/Organist Sept 3 & 10	Combined Budget	400.00
<input checked="" type="checkbox"/>	11/7/2022	1085	Pianist/Organist Oct 1, 15 & 29	Combined Budget	600.00
<input checked="" type="checkbox"/>	12/11/2022	1099	Pianist/Organist Nov 12 & 26	Combined Budget	400.00



Form 1099 Payments (Jewel)



SAMPLE SDA CHURCH Form 1099 Payments

For the period from Jan 1, 2022 to Dec 31, 2022

ID	Payee	Amount
1754	Smith, John	4,400.00
2258	Smith, Mary	2,950.00

After you finish selecting your vendors, click OK and this is how your Report 1099 Form will look. Just names and amount paid for the year.



Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor C corporation S corporation Partnership Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

The next step will be to empty the data from both forms into the IRS 1099-NEC form.

SAMPLE SDA CHURCH Form 1099 Payments
For the period from Jan 1, 2022 to Dec 31, 2022

ID	Payee	Amount
1754	Smith, John	4,400.00
2258	Smith, Mary	2,950.00

2171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2024)
For calendar year _____

Nonemployee Compensation

Copy A
For Internal Revenue Service Center
File with Form 1096.
For Privacy Act and Paperwork Reduction Act Notice, see the **current General Instructions for Certain Information Returns.**

1 Nonemployee compensation \$ _____

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

3 _____

4 Federal income tax withheld \$ _____

5 State tax withheld \$ _____ 6 State/Payer's state no. _____ 7 State income \$ _____

Account number (see instructions) _____ 2nd TIN not

Form **1099-NEC** (Rev. 1-2024) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

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Filling out the 1099's for 10 or less donors

1. Enter your church name and address under Payer's name.
2. Enter Payer's TIN (Your church tax-id number).
3. Enter the Recipient's TIN (tax ID or Social Security number).
4. Enter Recipient's Name and Address.
5. Fill box 1 with the amount paid.



7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____		Nonemployee Compensation
PAYER'S TIN 2		RECIPIENT'S TIN 3		1 Nonemployee compensation 5 \$ _____		
RECIPIENT'S name 4		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		3 _____		
Street address (including apt. no.) 4		4 Federal income tax withheld \$ _____		5 State tax withheld 6 State/Payer's state no.		
City or town, state or province, country, and ZIP or foreign postal code 4		7 State income \$ _____		\$ _____		
Account number (see instructions) 2nd TIN not. <input type="checkbox"/>		\$ _____		\$ _____		



Create 3 Copies of Each Form 1099



7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year 20__

Nonemployee Compensation

PAYER'S TIN _____ RECIPIENT'S TIN _____

1 Nonemployee compensation \$ _____

Copy A
For Internal Revenue

A for the IRS

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year 20__

Nonemployee Compensation

PAYER'S TIN _____ RECIPIENT'S TIN _____

1 Nonemployee compensation \$ _____

Copy A
For Internal Revenue

B for the Recipient

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year 20__

Nonemployee Compensation

PAYER'S TIN _____ RECIPIENT'S TIN _____

1 Nonemployee compensation \$ _____

Copy A
For Internal Revenue Service Center
File with Form 1096.

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

3 _____

4 Federal income tax withheld \$ _____

5 State tax withheld \$ _____ 6 State/Payer's state no. _____ 7 State income \$ _____

Account number (see instructions) _____ 2nd TIN not

Form **1099-NEC** (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service
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C – Your Copy



Submit both Form 1096 AND supporting forms 1099

Do Not Staple 6969

Form **1096**
(Rev. February 2021)
Department of the Treasury
Internal Revenue Service

Annual Summary and Transmittal of
U.S. Information Returns

OMB No. 1545-0108
2021

FILER'S name

Street address (including room or suite number)

City or town, state or province, country, and ZIP or foreign postal code

Name of person to contact Telephone number

Email address Fax number

For Official Use Only

1 Employer identification number 2 Social security number 3 Total number of forms 4 Federal income tax withheld \$ 5 Total amount reported with this Form 1096 \$

6 Enter an "X" in only one box below to indicate the type of form being filed.

W-2G 32	1097-BTC 50	1098 81	1098-C 78	1098-E 84	1098-F 03	1098-Q 74	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 73	1099-DIV 91	1099-G 86	1099-INT 92	1099-K 10	1099-LS 16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-LTC 93	1099-MISC 95	1099-NEC 71	1099-OID 96	1099-PATR 97	1099-Q 31	1099-QA 1A	1099-R 98	1099-S 75	1099-SA 94	1099-SB 43	3921 25	3922 26	5498 28	5498-ESA 72	5498-QA 2A	5498-SA 27
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form **1099-NEC** (Rev. 1-2022)
Do Not Cut or Separate

Form **1099-MISC**

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.
Send this form, with the copies of the form checked in box 6, to the IRS in a flat mailer (not folded).

The 1096 is like a cover form for the IRS where you enter your church information, the 1099 types you are including and the number of forms.



Filing Requirement:



- Effective January 1, 2024 - If you have **10** or more form 1099s to file, the IRS requires you to file them electronically.
- If processing via the IRS website, you will need to apply for a Transmitter Control Code first:
<https://www.irs.gov/tax-professionals/iris-application-for-tcc>
- You may also process via private platforms like www.tax1099.com. There are others but this one came recommended.



Where Do I get the Forms?

- FREE – Order online:

[www.IRS.gov/orderforms](https://www.irs.gov/orderforms)

Forms/Instructions/Publications

or

- **Purchase at Office Supply Stores**

or

- **File with Private Online Company for a fee**

Pick up the forms **NOW** for the 2024 IRS Forms 1099-NEC and / or 1099-MISC.





Deadlines and Fines

- The deadline to submit the 1099 form to both **recipients** and to the **IRS** is the same: **January 31**.
- If the institution fails to issue a form by the 1099-NEC or 1099-MISC deadline, the **penalty varies from \$60 to \$330 per form** in 2024, depending on how long past the deadline the business issues the form.
- Keep a copy of the 1096 along with the copies of the 1099s for the year. Provide them with your audit documents when requested.



DONOR RECEIPTS

- Donor receipts are due to the donor by January 31 of the following year. Each receipt must have the treasurer's signature.

Contribution Summary:			
Tax-deductible contributions:			
Tithe		4,400.00	
CHURCH BUDGET		1,050.00	
BENEVOLENT FUND		<u>50.00</u>	
Tax-deductible Total		5,500.00	
Contribution Detail:			
	Date	Amount	Check #
	01/15/23	500.00	#10532559
	02/11/23	500.00	#1396
	03/04/23	500.00	#1398
	05/06/23	500.00	#1409
	06/10/23	500.00	#1416
	07/22/23	500.00	#1424
	08/05/23	500.00	#1425
	09/16/23	500.00	#1429
	10/07/23	500.00	#1432
	11/11/23	500.00	#1433
	12/31/23	<u>500.00</u>	#12643907
	Total	5,500.00	

- You can handwrite your name on each receipt, use a signature stamp, or have your signature already in Jewel so that the receipts print with the signature on them.



Donor Receipt Signature

- To add your signature in Jewel:
 - Sign your name using a black pen on a clear white paper. Write it as large as you would normally write it.
 - Take a picture of the signature with a smartphone with a decent camera. Put it in really good light. Stay back about 12-18 inches and zoom until the signature fills most of the phone screen.



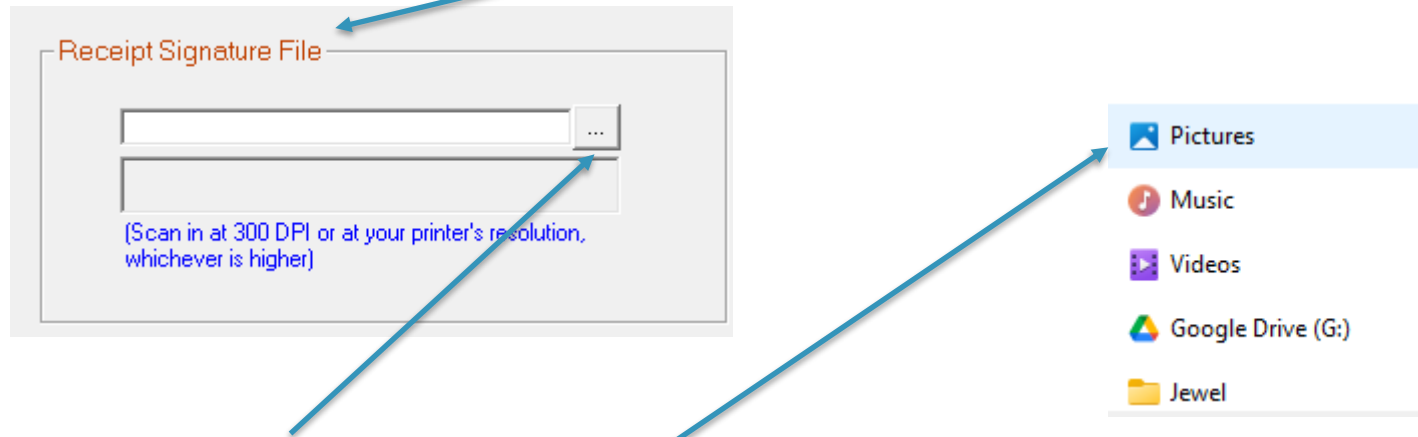
Donor Receipt Signature

- Email the photo to an email address that you can open on the treasury computer. Download it from the email, crop it as closely as you can using Paint or some other editing software, then save it as a jpg or bmp file in Pictures.
- Save the cropped, edited signature in your Pictures folder.
- OR:
 - Scan the signature and save it as a jpg or a bmp file in a Pictures folder. Open it in Paint or some other photo editing software and crop it as closely as you can. Save the cropped, edited signature in your Pictures folder.



Inserting the Treasurer's Signature in Jewel

- Goto Jewel, Maintenance/Properties and on the “Church Info” tab, find the Receipt Signature box down towards the bottom.



- Click on the ... button and find the folder where you saved the signature file and click on it. Select it and click Open.

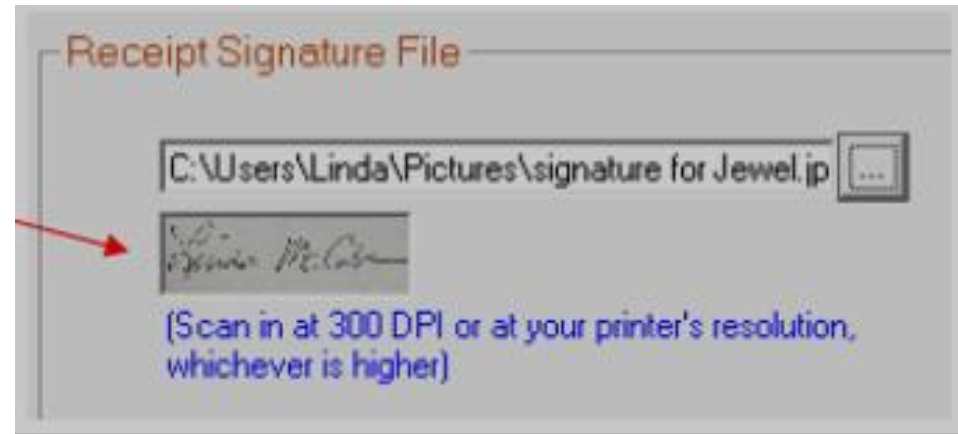


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Donor Receipt Signature

If you are successful,
it will look
something like this



Run a single test copy of a receipt before you start printing. Reports and Graphs/Receipts/Single/ Choose a donor/Say/ok/Print. That way you will know if you are satisfied with it before you print them all.

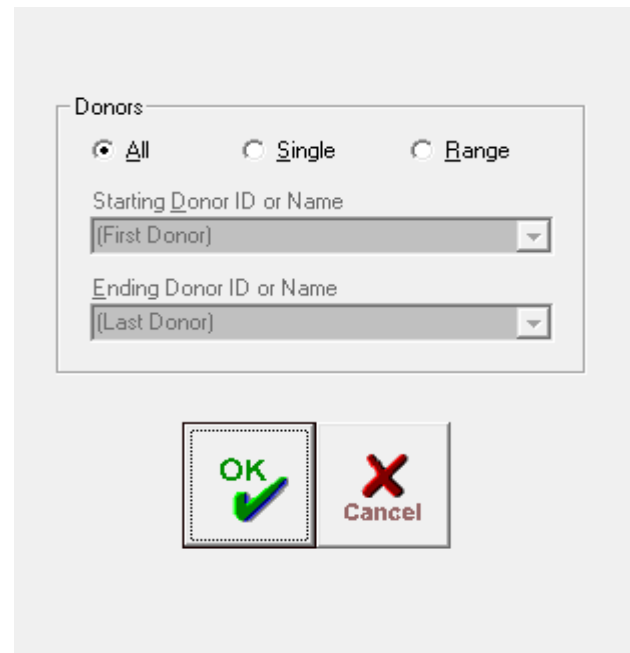
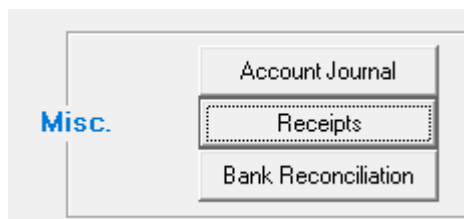


Printing the Receipts

To print the Receipts

The reports are one of the steps of closing December. If somehow you missed that step, here are the instructions to do it afterwards.

1. Go to Reports & Graphs / Receipts
2. Select All
3. Click OK



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Filing 1099's from a Private Platform Sample

www.tax1099.com

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Private Platform: www.tax1099.com

The screenshot shows the Tax1099 website interface. At the top, there are navigation buttons: "Get a Demo", "Get a Quote", "eDelivery - Employee / Recipient", "Sign in", and "Sign up". Below this is the "ZENWORK Tax1099" logo and a menu with categories: TAX FORMS, SOLUTIONS, FEATURES, PRICING, BOIR, EFTPS, API, RESOURCES, and REFER & EARN.

The main content area features the heading "Award-Winning IRS-Authorized eFiling Platform" and a sub-heading "1099, W-2 & 94X Forms are Due by Jan 31, 2025." Below this are four bullet points:

- ✓ eFile Fed, State and SSA Tax forms 1099, 1098, W2, ACA, and more.
- ✓ Ideal for businesses of all sizes.
- ✓ First in the industry to introduce AI copilot for 1099 compliance.
- ✓ Prices as low as \$0.65 per form.

There are two buttons: "eFile Now" and "Watch a Demo".

A pricing calculator is displayed with the heading "Affordable & Transparent Pricing". It includes a "Form type" dropdown menu with the text "IRS eFile 1099,1098,W-2,W-2C,W-2G,1095,5498,3921,3922,1097-BTC, 592-B". Below this are "Select Form" and "Select State" dropdowns. The "Number of forms" is set to "100 each". There are three buttons: "Get a Custom Quote", "Get Started Now", and "Learn More".

At the bottom, a banner reads "Beat the January 31st Deadline with Tax1099 eFile Your 1099s and 94X Now! Only 8 Days Left!" with a "Start eFiling" button and a countdown timer showing "8 : 14 : 32 : 27" (Days, Hours, Minutes, Seconds).

Click on
Get Started
Now

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ZENWORK Tax1099 **ZENWORK Payments**

Award winning eFiling Platform

- Cut compliance time & cost by 75%
- Choose our modern API or web App
- File all federal & state forms in a single platform
- TIN match API & bulk TIN match
- 12+ No-code Integration Partners

Awards and Partnerships

bill intuit

Sign Up Already have an account? [Sign in](#)

Access both Tax1099 and Zenwork Payments

Work Email *
ocsdatreasurer@gmail.com

Confirm Email *
ocsdatreasurer@gmail.com

Password *
.....

Enable API Access - required only for API integration

I Accept

[Terms & Conditions](#)

Receive Compliance Updates and Marketing Communications.

I'm not a robot Refresh reCAPTCHA Privacy - Terms

Get Started for Free

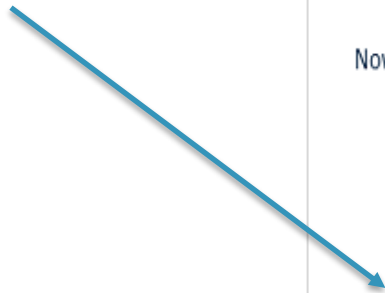
Or Sign-Up With

Sign Up
using your
email and
click on
Get
Started for
Free

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It will bring you to select the form you want to file. Select 1099 Series




Now Refer & Earn

Welcome OCSDA,

Thank you for choosing Tax1099.com a dynamic, digital tax compliance infrastructure.

Now, you can eFile all types of tax forms easily and accurately.

 1099 Series	 W-2 Series	 1098 Series	 94X Series
 39X Stock Options	 ACA Forms	 480 Series	 Extn Tax Extension

Thousands of businesses like yours use Tax1099 everyday for tax information reporting.

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← ↻ <https://classic.tax1099.com/Forms/NEC?2024> 🔊 ☆ ⋮

ZENWORK Tax 1099 **Form 1099-NEC** Logged in as: ocsdatreasurer@gmail.com
Account Type: Essential | Upgrade 🔌 ⚙️ ? +

Dashboard > Forms > Form 1099-NEC

Corrected

Single Filing Import Bulk Data

PAYER'S name, street address, city, state, ZIP code, and telephone no.

Select an Option ?

*Name *State: SEL

*Address: *Zip

*City: *Phone:

PAYER TIN RECIPIENT TIN

*EIN: *SSN: *EIN: *SSN:

RECIPIENT'S name, street address, city, state, ZIP code, and telephone no.

Name DBA RTIN Client ?

Select an Option ?

*Name *State: SEL

OMB No. 1545-0116

Select Year

Form 1099-NEC

Nonemployee Compensation

1. Nonemployee compensation
\$?

2. Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

3.

4. Federal income tax withheld
\$?

Copy A
For Internal Revenue Service Center
File with Form 1096.
For Privacy Act and Paperwork Reduction Act Notice, see the
2024 General

ZENWORK Assist

Enter the Payer
(Your Church)
Information

To enter your
Payee (Vendor)
Information click
on Add Recipient

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This screen opens to enter the payer (Church) information. Do not use any punctuation. If it has an asterisk, it is a required field.

ADD NEW PAYER ✕

*Type:	<input type="radio"/> Business <input type="radio"/> Individual ?
*SSN:	<input type="text"/> ?
First Name:	<input type="text"/> ?
Middle Name:	<input type="text"/> ?
*Last Name:	<input type="text"/> ?
Suffix:	<input type="text"/> ?
Disregarded Entity:	<input type="text"/> ?
*Address :	<input type="text"/> ?
(Line2):	<input type="text"/> ?
*City:	<input type="text"/> ?
*State:	-- Select -- ?
*Zip Code:	<input type="text"/> ?
*Country:	United States of America ?
	<input type="checkbox"/> Check here for Foreign Address
*Phone:	<input type="text"/> ?
Email:	<input type="text"/> ?
Withholding/Tax State Id	<input type="text"/> ?
Last Filing:	<input type="checkbox"/> ?
ClientPayerID:	<input type="text"/> ?

Adding Payer information here will not create a form. Once you add the information here, You will need to go to the dashboard and click on the **Forms > New Form** option to create a form for this payer.



← ↻ <https://classic.tax1099.com/Forms/NEC?2024> 🔍 ⭐ ⋮


ZENWORK Tax1099 Form 1099-NEC Logged in as: ocsdatreasurer@gmail.com
Account Type: Essential | Upgrade 🔌 ⚙️ ? +

Dashboard > Forms > Form 1099-NEC

■ Corrected

Single Filing Import Bulk Data

PAYER'S name, street address, city, state, ZIP code, and telephone no. Orange Cove SDA Church ADD PAYER EDIT ?		OMB No. 1545-0116 Select Year 2024 CHANGE TAX YEAR	Nonemployee Compensation
*Name: Orange Cove S	*Address: 4501 Hwy 17 South *City: Fleming Island *Phone: 9042692607	Form 1099-NEC	
PAYER TIN *EIN: *SSN: 30-1343020	RECIPIENT TIN *EIN: *SSN:	1. Nonemployee compensation \$	Copy A For Internal Revenue Service Center File with Form 1096.
RECIPIENT'S name, street address, city, state, ZIP code, and telephone no. ⊙ Name ⊙ DBA ⊙ RTIN ⊙ ClientId ? -- Existing Recipients-- ADD RECIPIENT EDIT ?		2. Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
*Name	*State:	3.	For Privacy Act and Paperwork Reduction Act Notice, see the 2024 General
		4. Federal income tax withheld \$	



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When you click on Add Recipient, this box will open. Do not use any punctuation on the form. Click Add when you complete the form.

https://classic.tax1099.com/Forms/NEC?2024

ZENWORK Tax1099

ADD RECIPIENT

*Type: Business Individual ?

*EIN: ?

TIN not provided

*Business Name: ?

Attention To: ?

*Address: ?

Check here to validate address

(Line2): ?

*City: ?

*State: -- Select -- ?

*Zip Code: ?

*Country: United States of America ?

Check here for Foreign Address

Phone: I ?

Email:

EmailLanguage: SEL ?

Adding information here will not create a form for the recipient. Once you add the information here, You will need to go to the dashboard and click on the **Forms > New Form** option to create a form for the recipient.

Add Cancel

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Enter the amount paid

There will be a selection at the bottom of this form that will have 3 Choices who of which are (1) Save and Continue (2) Save and add new recipient. If you have more recipients to add, choose save and add new recipient.

Single Filing | Import Bulk Data

PAYER'S name, street address, city, state, ZIP code, and telephone no.
Orange Cove SDA Church | ADD PAYER | EDIT | ?

OMB No. 1545-0116
Select Year: 2024 | CHANGE TAX YEAR
Form 1099-NEC

*Name: Orange Cove SDA Church | *State: FL
*Address: | *Zip: 32003
*City: Fleming Island | *Phone: | Code: |

1. Nonemployee compensation
\$ [] ?

2. Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

3.

4. Federal income tax withheld
\$ [] ?

5. State tax withheld | 6. State/Payer's state no

7. State income

PAYER TIN: *EIN: | *SSN: 31 | RECIPIENT TIN: *EIN: | *SSN: XX-XXX0053

RECIPIENT'S name, street address, city, state, ZIP code, and telephone no.
 Name DBA RTIN ClientId | ?

WB Home Remodeling | ADD RECIPIENT | EDIT | ?

*Name: WB Home Remode | Jewel - Orange Cove...
*Address: 1120 Hideaway Dr | 9
*City: Saint Johns

2024 General Instructions for Certain Information Returns

Ask Me Anything

Save and Continue Save and Add Recipient

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This is how the report looks after entering your forms (only a part of the report is showing). It will have the recipients information on a list type. From here you can view, edit, or delete a recipient.

		Calculate Tax1099.com Fee		Download Multiple PDF		Export To Excel		Change Schedule Date for all Vendor Files to IRS		SumAllBoxAmount		Delete S	
Select All						<input type="checkbox"/> USPS Mail		<input type="checkbox"/> eDelivery		<input type="checkbox"/> TIN Match		<input type="checkbox"/> State Filing	
<input type="checkbox"/>	Date	TIN	Name	(\$)Amount	Recipient Email	<input type="checkbox"/> USPS Mail	<input type="checkbox"/> eDelivery	<input type="checkbox"/> TIN Match	<input type="checkbox"/> State Filing	Scheduled Date	Action		
<input type="checkbox"/>	1/22/2025	XX-XXX1167	Darrell Crews Septic Tank Service	\$ 700.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View	Edit	Delete
<input type="checkbox"/>	1/22/2025	XX-XXX9442	NdalaLive	\$ 1,200.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View	Edit	Delete
<input type="checkbox"/>	1/22/2025	XX-XXX0240	Red Fox Roofers	\$ 5,876.20	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View	Edit	Delete
<input type="checkbox"/>	1/22/2025	XX-XXX0053	WB Home Remodeling	\$ 10,000.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	ZENWORK Assist		

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Make sure you select how you want the forms delivered either USPS, eDelivery, or TIN Match.

The screenshot shows a software interface for managing tax forms. On the left is a blue sidebar with navigation options: Dashboard, Forms (with a dropdown arrow), New Form, View/Edit/Submit Forms, IRS/State Rejected Forms, Manage Forms, Reconciliation Forms, People (with a dropdown arrow), and Import (with a dropdown arrow). At the bottom of the sidebar is a 'Live Now' button.

The main area features a filter bar at the top with dropdown menus for Form (1099-NEC), Tax Year (2024), Payer (Orange Cove SDA Church), Form Type (Regular), and Filing Type (Federal Filing). Below this is a row of action buttons: Calculate Tax1099.com Fee, Download Multiple PDF, Export To Excel, Change Schedule Date for all Vendor Files to IRS, SumAllBoxAmount, and Delete Sel.

The central part of the interface is a table with columns: Select All, Date, TIN, Name, (\$)Amount, Recipient Email, USPS Mail, eDelivery, TIN Match, State Filing, Scheduled Date, and Action. Two rows of data are visible, both with 'USPS Mail' selected. A blue arrow points from the text above to the 'USPS Mail' checkbox in the first row.

<input checked="" type="checkbox"/>	Date	TIN	Name	(\$)Amount	Recipient Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled Date	Action
<input checked="" type="checkbox"/>	1/22/2025	XX-XXX1167	Darrell Crews Septic Tank Service	\$ 700.00	No email address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View Edit Delete
<input checked="" type="checkbox"/>	1/22/2025	XX-XXX9442	NdalaLive	\$ 1,200.00	No email address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View Edit Delete

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When you finish entering recipients or vendors, select submit for this payer.

<input type="checkbox"/>	1/22/2025	XX-XXX9442	NdalaLive	\$ 1,200.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	Edit Delete
<input type="checkbox"/>	1/22/2025	XX-XXX0240	Red Fox Roofers	\$ 5,876.20	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View Edit Delete
<input type="checkbox"/>	1/22/2025	XX-XXX0053	WB Home Remodeling	\$ 10,000.00	No email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2025	View Edit Delete
				Current Page Amount: \$ 17,776.20 Total Amount: \$ 17,776.20							

Submit for this payer



After you submit the forms, it will take you to the fee/payment section. In this case, the filing of the 4 forms costs \$11.60, which is about \$2.90 per form plus the USPS mailing fee of \$7.40.

The screenshot displays a payment interface with the following sections:

- Payment method:** Includes radio buttons for "prepay wallet balance" (showing \$0.0) and "Use card". A link for "Add prepay amount" is visible.
- Discount coupon:** A text input field for "Enter Coupon Code" and an "Apply" button.
- Payment fee details:** A table listing various fees and their amounts.
- Payment method summary:** A table showing "Prepay wallet" at \$0.0 and "Card Pay" at \$19.00.
- Additional fields:** "Select credit card" (with a dropdown showing "1234 1234 1234 1234"), "Select address" (with a dropdown showing "1 East Center Street #250 Fayetteville,"), and "Payer email ID" (with the value "sample@mail.com").

Fee Type	Amount
Filing fee (4)	\$11.60
TIN Match fee	\$0.00
eDelivery Filing fee	\$0.00
USPS Mailing fee	\$7.40
State Filing fee	\$0.00
eFiling discount	\$0.00
Estimate Tax fee	\$0.00
Grand Total	\$19.00

Prepay wallet	\$0.00
Card Pay	\$19.00

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Your return has been submitted to the IRS. We will email you the status of the return after IRS processes it. You can see your complete [filing history here](#).

Forms emailed to recipients will be sent within 24 hours. You can check the status on the Dashboard under Email Status within 24 hours to see if they have been sent, opened, or rejected for an incorrect email address.

Forms mailed to recipients will be sent within 24-48 business hours and should arrive via USPS mail 3-5 business days after that.

Please use the reference number below if you contact us with questions for this particular filing.

Reference Number:



Thanks for using the Tax1099.com service.

[Click here to submit more records](#)

You will get a confirmation receipt with a reference number.

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Thank you!



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