

1099 eSheet Template Instructions & Deadlines

Thank you for choosing ASAP to process your 1099s! Please review the following tips and instructions for using our 1099 eSheet Templates (Excel) for entering vendor/payee details required for processing.

NOTE: There is a specific eSheet for each type of Form 1099, *e.g., MISC, NEC, INT*. We've sent you eSheet templates for all 1099 forms that ASAP can file on your behalf. Please use the applicable eSheet(s) for the payment types you are reporting. For example, if you paid \$600 or more in nonemployee compensation, as well as rents directly to a property owner, you will use the 1099-NEC and 1099-MISC eSheet Templates.

Important Deadlines

To allow sufficient time for review and corrections to file by IRS deadlines, please **submit completed eSheets to ASAP by Monday, January 23, 2023**.

- **Form 1099-NEC** for reporting nonemployee compensation (i.e., payments to independent contractors) has a **firm IRS deadline of January 31***, which cannot be extended.
- **Other 1099 and 1042-S forms are due to the IRS by February 28** if filing by paper and March 31 if filing electronically.
- **Recipient copies** for all 1099 and 1042-S forms must be **postmarked by January 31**.

***To comply with IRS statutory requirements, we will file 1099s by their respective IRS deadlines as long as the 1099 drafts are approved.**

Please take the time to review the 1099 summary reports we provide before filing. You -- as the taxpayer and payer -- are the ultimate party responsible for ensuring the completeness and accuracy of payee/vendor information submitted on 1099 forms. Incorrect or missing information may result in hefty IRS penalties, plus fees to file corrections. Our 1099 services do not eliminate your liability and ASAP is not responsible for penalties incurred as a result of missing or incorrect information.

We ❤️ Privacy

To protect sensitive data, **do not email completed eSheets**. Please use the link on the [ASAP 1099 Services web page](#) to securely upload eSheets to our designated 1099 folder for 2022 processing.

1099 eSheet Templates

Need help? We're here for you!

ASAP 1099 Team | 877-728-6777 | 1099@businessasap.com | businessasap.com/1099-processing-services

We'll send you links to download 1099 eSheet templates after we receive your [application authorizing 1099 services](#). (Please [let us know](#) if you have not received the eSheet links within 2 business days of submitting your application.)

Visit the ASAP Help Center for more [1099 resources](#) »

Our 1099 eSheet templates are formatted specifically for **1099s that will be processed for 2022**. Please do not use 2022 eSheets to submit 1099 vendor/payee information for other processing years.

Reference IRS instructions or the [IRS Guide on Information Returns](#) for details on which payments to report on each form:

- **1099-NEC** eSheet for reporting non-employee compensation » [1099-NEC instructions](#)
- **1099-MISC** eSheet for reporting miscellaneous payments made for rents, prizes & awards, royalties, attorney services, and more » [1099-MISC instructions](#)
- **1099-DIV** eSheet for reporting dividend payments » [1099-DIV instructions](#)
- **1099-INT** eSheet for reporting interest payments » [1099-INT instructions](#)
- **1042-S** eSheet for amounts from U.S. sources paid to foreign persons » [1042-S instructions](#)

1099 eSheet Overview

- Add data to columns with **red headings**; these are **required** fields by the IRS.
- White column headings are not required to import your data. These columns cannot be deleted, but you may hide any column you will not be populating with data.
- Each row is equivalent to one Form 1099. For example, if you have 10 independent contractors, you will fill out 10 rows on the 1099-NEC eSheet (one row per payee/vendor) to process 10 total 1099-NEC Forms.
- Include your payer information on each row.

Common File Errors

- Use the 1099 eSheet template specific to the 1099 Form to be filed (e.g., use the 1099-NEC eSheet template for nonemployee compensation)
- Only the first worksheet/tab in your Excel file will be imported
- *TIN (tax identification number) may be either a Social Security Number (SSN) or Employer Identification Number (EIN), and may be entered with or without dashes
 - Add an apostrophe to the beginning of a TIN code that starts with "0" (e.g., '055845846)
- Format all fields as text
- Use state abbreviations: e.g., CO, CA, IL
- Add an apostrophe to the beginning of a ZIP code that starts with "0" (e.g., '01234)
- For recipients, use individual's name or company name, not both
- Save your completed eSheet as an .xlsx file (Microsoft Excel Open XML Spreadsheet)

Need help? We're here for you!

ASAP 1099 Team | 877-728-6777 | 1099@businessasap.com | businessasap.com/1099-processing-services

Step-by-Step 1099 eSheet Instructions

[Watch our video tutorial!](#)

Step 1: The PAYER is you! Enter your information in this first section.

- Payer Type should be listed as either Business or Individual
- Payer TIN Type should be listed as either EIN or SSN (may be entered with or without dashes)
- Address must be in separate columns: street, city, state, ZIP
- Include your email address if you would like to receive digital copies from our processing company. (We also upload a copy of all 1099s to ShareFile at the end of the filing season.)

Step 2: The RECIPIENT is the entity receiving the 1099 – who you have paid.

Each row is equivalent to one Form 1099:

- Recipient Type should be listed as Business or Individual
- Recipient TIN Type should be listed as either EIN or SSN (may be entered with or without dashes)
- Recipient Name / Company: Only use individual's name **OR** company name, not both
- Include an email address for the recipient to receive an electronic copy of their 1099 forms directly (in addition to being mailed a paper copy)
- Address must be in separate columns: street, city, state, ZIP or Foreign Postal Code; country (e.g., USA for United States; CA for Canada)

Step 3: Enter payment information

Step 4: Copy and paste your payer information in each row that contains recipient information.

Step 5: Save the spreadsheet to your computer as an .xlsx file (required format for import).

Step 6: Securely upload completed eSheets to ASAP by Monday, January 23, 2023 via the button at businessasap.com/1099-processing-services. A member of ASAP's 1099 Team will contact you after they have reviewed your files for processing. Please keep an eye on your in case they have questions or need additional information. to allow time for review and corrections prior to filing.

Step 7: Review 1099 drafts and send corrections. The ASAP 1099 Team will email a ShareFile link when drafts are ready to review. Submit any corrections to ASAP and sign authorization form for filing prior IRS 1099 deadlines:

- **January 31, 2023:** 1099-NEC Forms due to IRS >> ***This deadline cannot be extended***
- **February 28, 2023:** All other 1099 and 1042-S Forms due to IRS
- Recipient copies for all 1099 and 1042-S forms must be postmarked by January 31

REMINDER: You – as the taxpayer and payer – are the ultimate party responsible for ensuring the completeness and accuracy of payee/vendor information submitted on 1099 forms. Be sure you have a W-9 on file for each payee/vendor to confirm their details and mitigate liability for submitting incorrect information a 1099. Wrong TINS and missing payee information may result in hefty fines from the IRS.

Need help? We're here for you!

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