

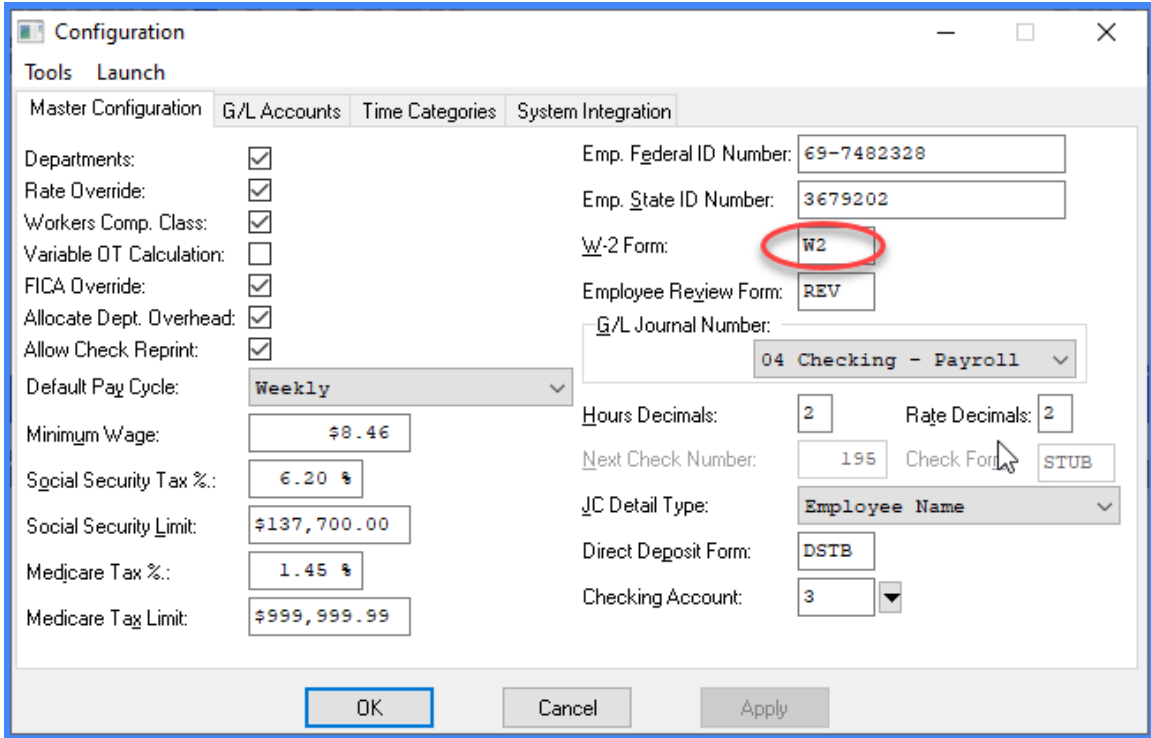
## **1099 and W2 Tax Form Tips and Instructions for 2020** *(Effective December 31, 2019 )*

**The latest 2020 Payroll software updates are available now by using the “DP/Update” feature to get the latest State and Federal Tax Table updates. You must be on Version 7.5x to use the latest “DP/Update” feature.**

This document outlines the various forms that can be used to print **W-2s** in the **Infinity POWER Payroll** module and **1099s** in the **Accounts Payable** module. There are a wide variety of form files that can be used depending on your specific needs. Make sure you have set your **Master Configuration** properly before attempting to print either set of documents.

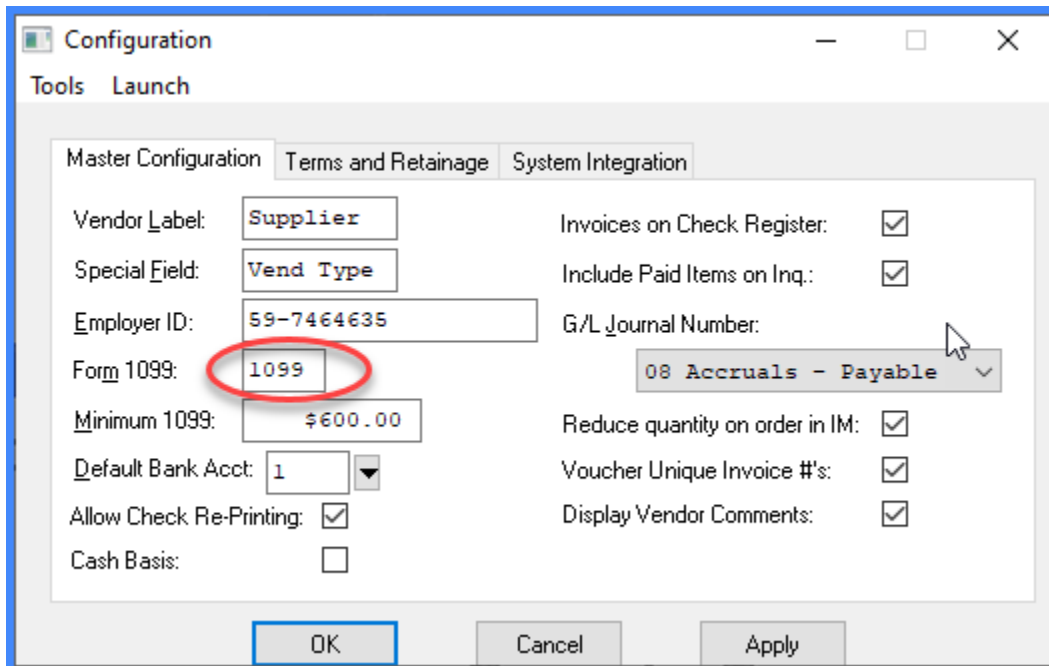
To configure the proper form name in the **Payroll** module, go to the Windows Graphical Version (**GUI**) of Payroll by selecting “**Systems,**” “**Payroll,**” “**Set Up and Maintenance,**” and “**Payroll Configuration**” as shown below.

Make sure you are in the latest version of the **Infinity POWER** software (**Version 7.5x or higher**). You will enter the desired “**W-2 Form**” name at the top right of the screen as circled in “**red.**”



To configure the Accounts Payable module for **1099s**, select the options “**Systems,**” “**Accounts Payable,**” “**Set Up and Maintenance,**” “**Accounts Payable Configuration.**”

The following screen will be displayed:



**1099 and W2 Tax Form Tips and Instructions for 2020**

This will be the form file name (**circled in red**) used when printing **1099s** from the system. There are several variations available. The following sections describe the variations of **W-2** and **1099** forms available for printing.

It is possible that, depending on your specific printer, some forms may print one space or line off in any given direction. Should this occur, there is a utility within the **Infinity POWER Windows Graphical (GUI)** version of the product that will allow you to adjust the form to conform specifically to your printer locally.

When you select to print either a **W-2** or **1099**, as shown in the following example, you will be prompted to select your Output Option (*i.e. printer*). Once you have selected your printer, look just below the selected printer in the section titled **“Printer Settings,”** under the Color section, there are two **Offset** options. These offset options are designed to allow the user to adjust any report or form up or down on their specific printer on a temporary or permanent basis, depending on whether you save the settings or not.

Choosing the **Horizontal Offset** will move the printing functions left or right on the form. Selecting the **Vertical Offset** will move the printing functions up or down on the form. Start by entering a number such as **0.10** for moving the form up or down one tenth of an inch at a time in the **Vertical Offset**. Entering a number such as **-0.10** will move the form the opposite direction.

The screenshot shows a dialog box titled "Output Options - Vendor 1099's". On the left, there are radio buttons for "Printer", "E-Mail", "Display", "Text File", and "Excel File", with "Printer" selected. The "Printer Settings" section includes a dropdown for "Printer" (HP LaserJet 4050 Series PCL 5 (Copy 1)), a text field for "Description" (Vendor 1099's), a dropdown for "Font" (Microsoft Sans Serif), a dropdown for "Color" (Black), and two text input fields: "Horz. Offset" (0.00) and "Vert. Offset" (-0.10). The "Vert. Offset" field is circled in red. There are "Printer..." and "Save" buttons. Below this is the "Display Settings" section with fields for Name, Size, Color, Bold, Script, Italic, Strikeout, and Underline, along with "Fonts..." and "Save" buttons. On the right, there are sections for "Text File Settings", "Excel File Settings", and "E-Mail Settings", each with a "File Name" field, a "Browse" button, and an "Overwrite File" checkbox. At the bottom, there are "Defaults", "Continue", "Apply", and "Cancel" buttons.

**\* \* \* WARNING \* \* \***

*If Data Pro or your Dealer has modified a W-2 or 1099 form for you in previous years to accommodate your specific printer(s) and the form name does not match one of the form names listed in the following sections, then this form has not been adjusted for the current IRS reporting requirements. You have a custom form that needs to either be modified again or you may want to consider using one of the standard forms below.*

## **W2 Form File Descriptions**

If you are utilizing **Mag Media**, you **MUST** be on **Version 7.5x or higher**.

The various **W2** form files are described below:

- 1) Form file **W2** is the standard, and will function properly in most instances.
- 2) Form file **W2U** prints one line higher than the standard form.  
(U = Up, DN = Down)
- 3) Form file **W2DN** prints one line lower than the standard form. It may be necessary to use form **W2DN** with ink jet style printers.
- 4) Form file **W24** is the form for printing four up per employee, per page on a LaserJet printer.

## **1099 Form File Descriptions (All Versions)**

Except where specified, all **1099** form files will print to **HP LaserJet** compatible, **Dot Matrix**, **HP DeskJet** printers. The various **1099** form files are described below:

- 1) **1099** is used to print the **Non-Employee Compensation** dollar amount in **Box 7** on the **1099-MISC** form. **Variations: 199U and 199DN**  
(U = Up, DN = Down)
- 2) **1099R** is used to print the **Rents** dollar amount in **Box 1** on the **1099-MISC** form. **Variations: 199RU and 199RD** (U = Up, D = Down)
- 3) **1099K** is used to print the **Royalties** dollar amount in **Box 2** on the **1099-MISC** form. **Variations: 199KU and 199KD** (U = Up, D = Down)
- 4) **1099F** is used to print the **Fishing Boat Proceeds** dollar amount in **Box 5** on the **1099-MISC** form. **Variations: 199FU and 199FD** (U = Up, D = Down)
- 5) **1099P** is used to print the **Prizes and Awards, etc.** dollar amount in **Box 3** on the **1099-MISC** form. **Variations: 199PU and 199PD** (U = Up, D = Down)

- 6) **1099I** is used to print the **Interest Income** dollar amount in **Box 1** on the **1099-INT** form. **Variations: 199IU and 199ID** (*U = Up, D = Down*)
- 7) **1099D** is used to print the **Ordinary Dividends** dollar amount in **Box 1** on the **1099-DIV** form. **Variations: 199DU and 199DD** (*U = Up, D = Down*)
- 8) **1099G** is used to print **Capital Gain Distributions** dollar amount in **Box 1b and 2a** on the **1099-DIV** form. **Variations: 199GU and 199GD** (*U = Up, D = Down*)
- 9) **1099A** is used to print the **Gross Proceeds paid to an Attorney** dollar amount in **Box 14** on the **1099-MISC** form. **Variations: 199U and 199DN** (*U = Up, DN = Down*)
- 10) **1099M** is used to print fees paid for **Medical and Health Care Payment** dollar amounts in **Box 6** on the **1099-MISC** form. **Variations: 199U and 199DN** (*U = Up, DN = Down*)

The **Standard Form Files** will function properly in most instances. Otherwise, use the Offset Utility as described earlier to make minor adjustments to accommodate your specific printers.