



RC ACTIVITIES, INC.

QuickBooks Enterprise

TIP OF THE MONTH – JUNE 2019

Tip: Setting up 1099 Vendors and Contractors

Benefit: Per IRS guidelines, any individual or company (that is not incorporated) that is paid \$600 or more in a fiscal year must receive a 1099-MISC form and be filed with the IRS on a 1096 form. RC Activities, Inc. files annually with the IRS each January for all RC Activities, Inc. accounts consolidated. Please send your 1099 vendors and contractor information to the national office no later than Jan 10th each year.

You can watch this tip in detail and action on the recorded video webinar from June 2019 by clicking [HERE](#).

Step by Step Instructions

Setting Up 1099 Vendors

Step 1: Turn on the 1099-MISC feature

Before you can set up a vendor in QuickBooks Desktop, turn on the 1099-MISC feature:

Note: The Print 1099s/1096 option appears only when you activate the 1099 miscellaneous feature in QuickBooks Desktop.

1. Select **Edit** and then **Preferences** on the Toolbar.
2. From the left select **Tax: 1099**.
3. Select the **Company Preferences** tab.
4. Next to **Do you file 1099-MISC forms?** select **Yes**.
5. Select **OK** to save the preference.

Step 2: Add a vendor

Once the 1099-MISC feature is turned on you can then add a vendor:

1. Select **Vendors** and then **Vendor Center** on the Toolbar.
2. Select the **New Vendor** drop-down arrow and choose **New Vendor**.
3. In the **Vendor Name** field, enter the name of the vendor as you'd like it to appear on your Vendors list.
4. On each tab, enter information as needed.
5. You can edit the vendor to add more information later.
6. Select **Ok**.

Step 3: Set up vendors to receive Form 1099-MISC.

To set up vendors to receive Form 1099-MISC in QuickBooks Desktop:

1. Select **Vendors** and then **Vendor Center** on the Toolbar.
2. Right click on a vendor's name and then select **Edit Vendor**.
3. Select the **Address Info** tab and validate the data.
 - Make sure the **Address** field contains the appropriate two-letter state abbreviation and the correct ZIP code.
 - If the vendor is a person, the vendor's legal name should appear in the **First Name, M.I.,** and **Last Name** fields.
 - If you know the company name but not the person's name, leave the **Company Name** field blank to prevent double names from appearing on the 1099-MISC form.
4. Select the **Tax Settings** tab.
5. Checkmark the **Vendor eligible for 1099**.
6. Enter the vendor's tax identification number in the **Vendor Tax ID** field. Select **OK**.
7. Repeat steps 2 through 6 for each 1099-eligible vendor.

For Questions and Support, email info@rcactivities.com