

AP-42 Printing 1099 Correction Form

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation for how to print 1099 Correction forms in the North Carolina Financial System (**NCFS**).

Print 1099 Correction Forms

Follow the steps to print 1099 Correction forms in NCFS. There are 22 steps to complete this process.

Step 1. Log in to the NCFS portal.

Step 2. Click the **Tools** tab, from the home page.

Step 3. Click the **Reports and Analytics** app.

Image

Good morning,

Payables

Tools

APPS



Set Preferences



Worklist

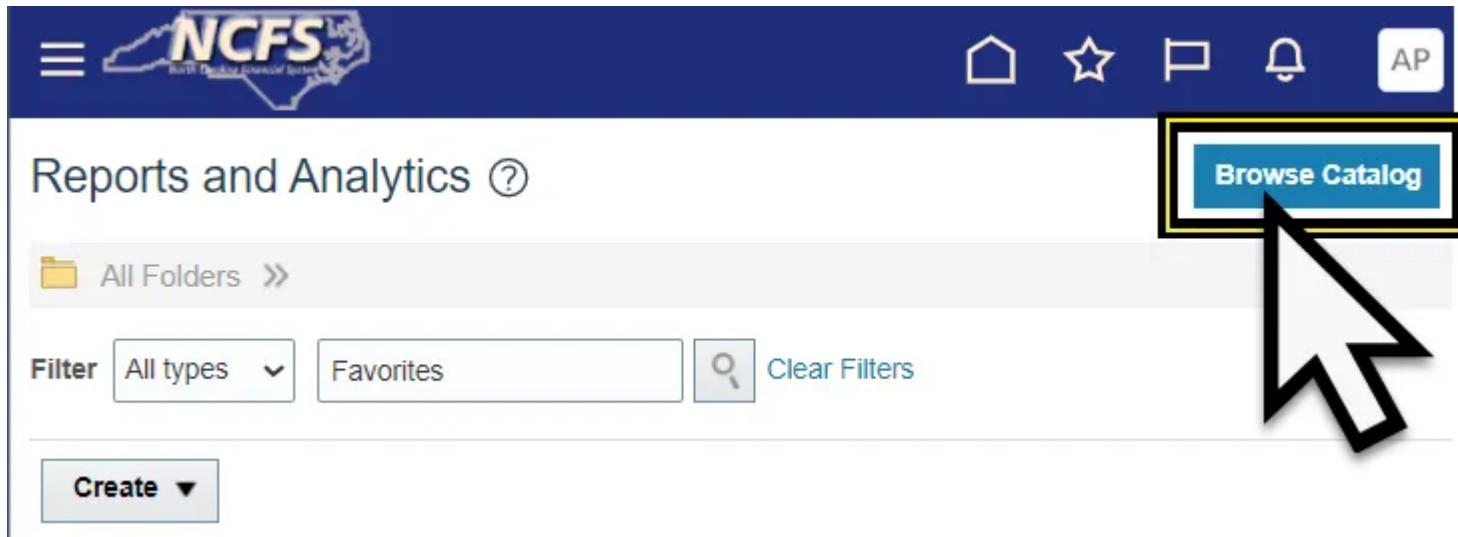


Reports and
Analytics



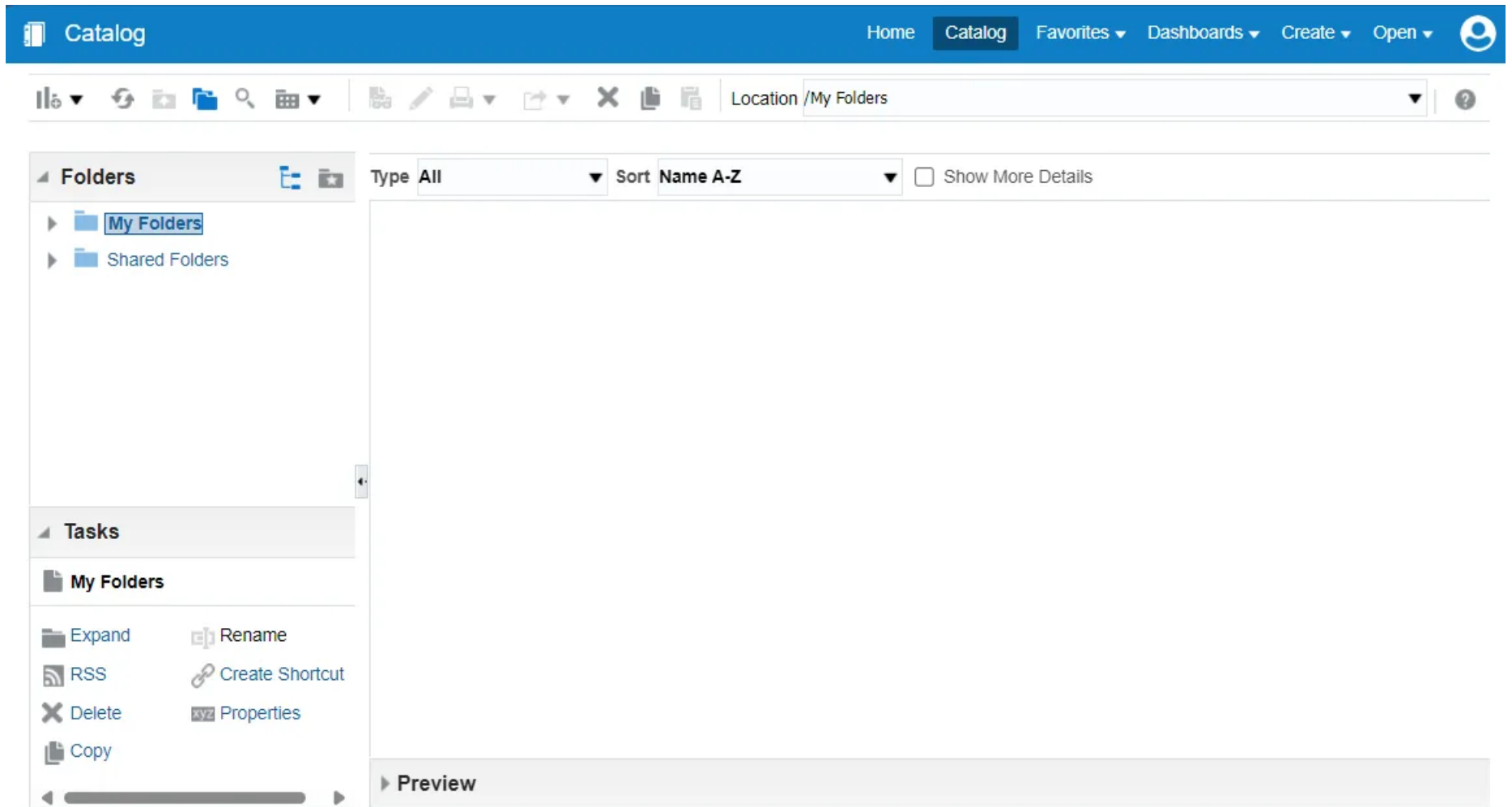
Step 4. Click the **Browse Catalog** button at the top right corner of the page.

Image



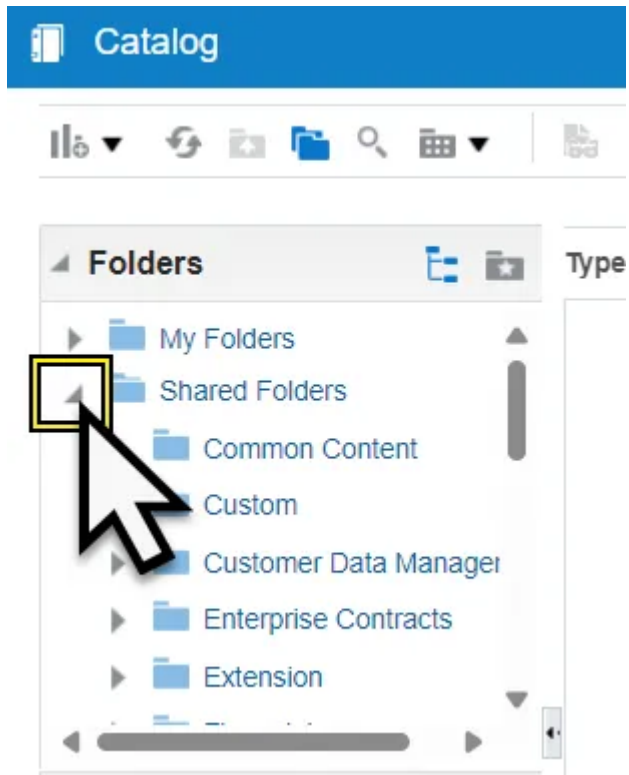
Step 5. The Catalog page is displayed.

Image



Step 6. Click the arrow to the left of **Shared Folder** in the left side panel to select and expand the Shared Folder.

Image



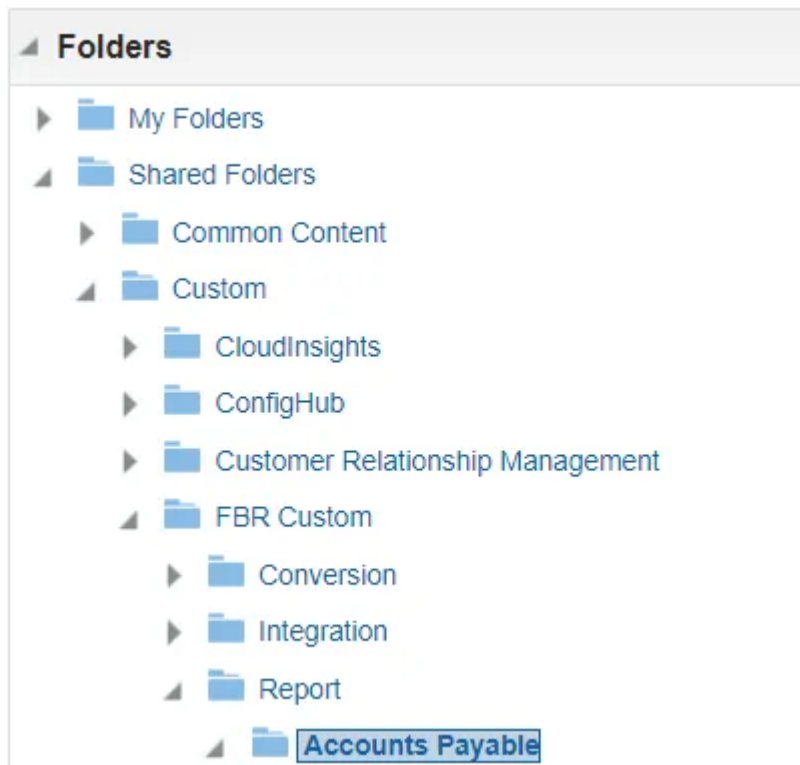
Step 7. Select and expand **Custom Folder**.

Step 8. Select and expand **FBR Custom Folder**.

Step 9. Select and expand **Report Folder**.

Step 10. Select and expand **Accounts Payable Folder**.

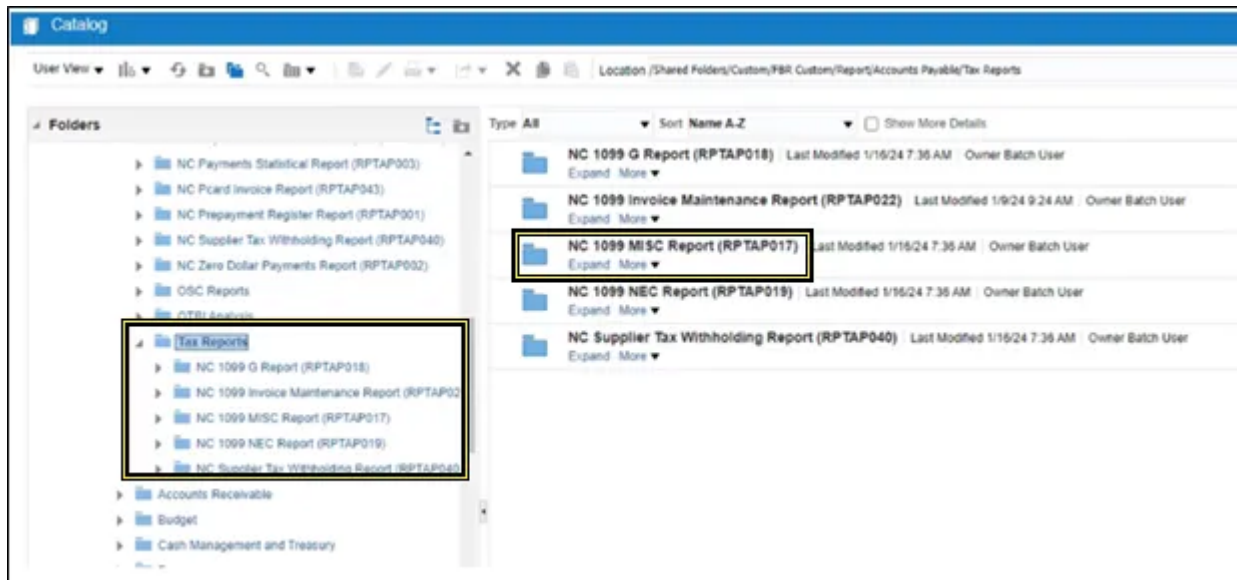
Image



Step 11. Select and expand **Tax Reports Folder**.

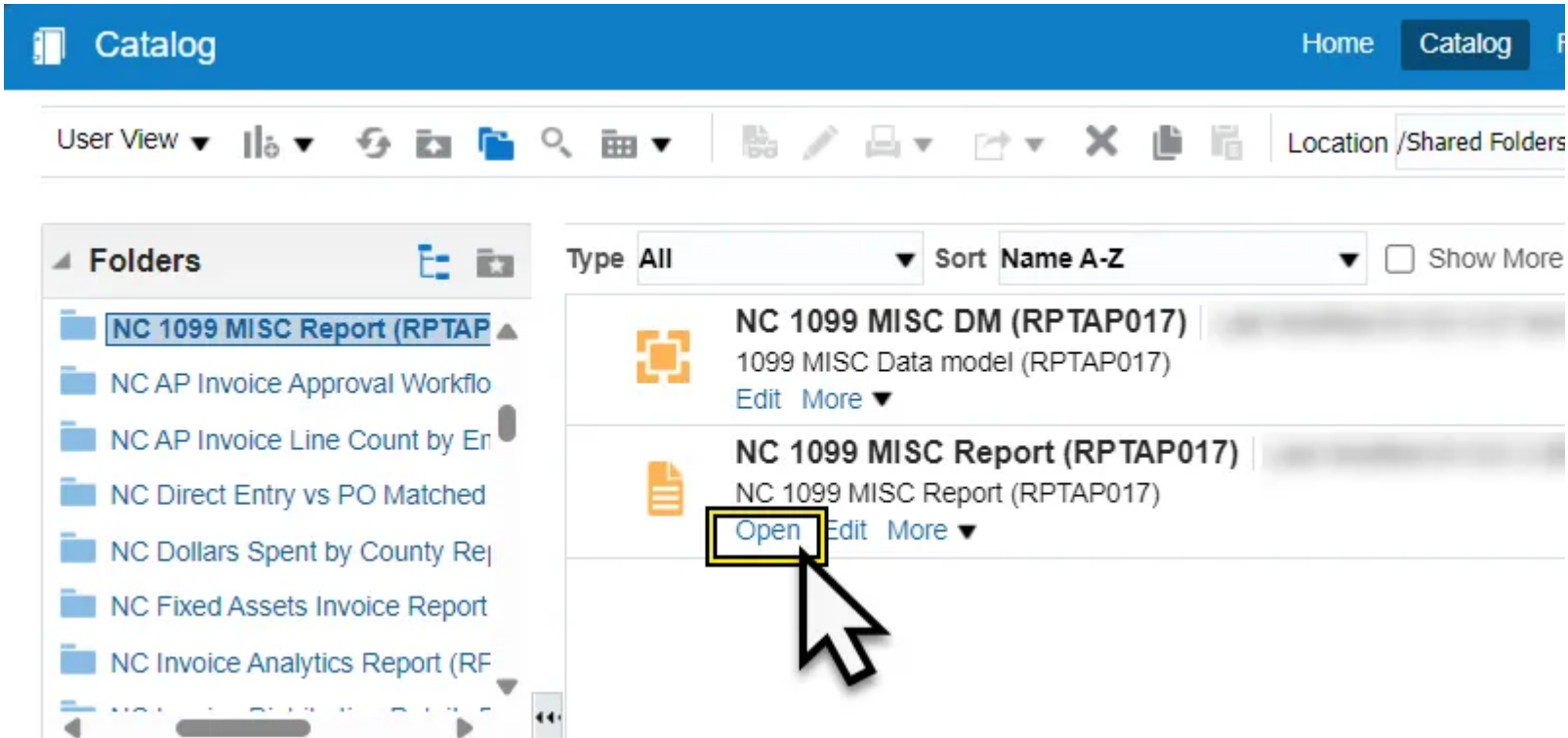
Step 12. Reports listed in the Tax Reports folder are displayed. Select and expand the appropriate report folder you would like to print. In this example, we will use **NC 1099 MISC Report**.

Image



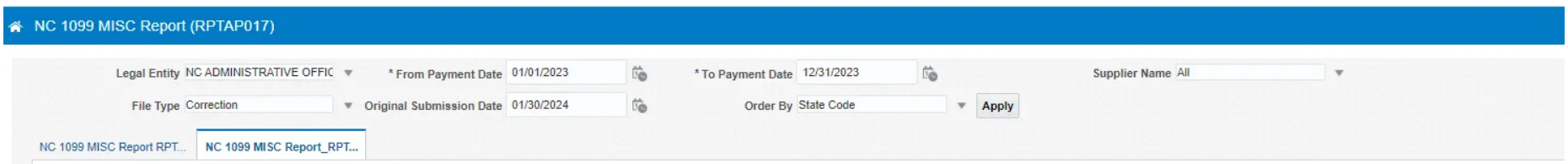
Step 13. Click **Expand** under the desired report folder and click **Open**.

Image



Step 14. **NC 1099 MISC Report** is displayed.

Image



For Corrections:

- Select the **Legal Entity (Business Unit)**.

Image

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC

* From Payment Date 01/01/2023

File Type Correction

Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...

- Correct **From Payment Date -01/01/20XX.**

Image

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC

* From Payment Date 01/01/2023

File Type Correction

Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...

- **To Payment Date - 12/31/20XX.**

Image

(RPTAP017)

NC ADMINISTRATIVE OFFIC

* From Payment Date 01/01/2023

* To Payment Date 12/31/2023

Correction

Original Submission Date 01/30/2024

Order By State Code

Apply

NC 1099 MISC Report_RPT...

- **File Type - Correction.**

Image

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC * From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Rep...

- **Original Submission Date - 01/XX/20XX.**

Note: This date will vary from year to year and is based on when the original 1099 file is submitted to the IRS by OSC. The original submission date will be communicated to the agencies before the 1099 correction forms are available to be printed.

Image

NC 1099 MISC Report (RPTAP017)

Legal Entity NC ADMINISTRATIVE OFFIC * From Payment Date 01/01/2023

File Type Correction Original Submission Date 01/30/2024

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...

vi. Click **Apply**.

Image

NC 1099 MISC Report (RPTAP017)

Legal Entity **NC ADMINISTRATIVE OFFIC** * From Payment Date **01/01/2023** * To Payment Date **12/31/2023**

File Type **Correction** Original Submission Date **01/30/2024** Order By **State Code** **Apply**

NC 1099 MISC Report RPT... NC 1099 MISC Report_RPT...

Step 15. The Completed report will be displayed. Click the **Printer Icon** on the right side of the page.

Image

PT. NC 1099 MISC Report_RPT...

1 / 1 | 100% | [Icons]

Printer Icon

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NC DEHS CHILD DEVELOPMENT AND EARLY EDUCATION 2019 MAIL SERVICE CENTER RALEIGH NC, 27609 919-527-6050		1 Rents \$ 633,533.50 2 Royalties \$ 3 Other income \$ 4 Federal income tax withheld \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 2023	Miscellaneous Information Copy B For Recipient 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 income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN [Redacted]	RECIPIENT'S TIN [Redacted]	5 Fishing boat proceeds \$ 6 Medical and health care payments \$ 7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐ \$ 8 Substitute payments in lieu of dividends or interest \$ 9 Crop insurance proceeds \$ 10 Gross proceeds paid to an attorney \$ 11 Fish purchased for resale \$ 12 Section 409A deferrals \$ 13 FATCA filing requirement ☐	14 Excess golden parachute payments \$ 15 Nonqualified deferred compensation \$	

Step 16. Select the correct printer from **Destination** dropdown in the Printer options displayed in the right-side panel.

Note: Please do not select the **Check Printer**.

Step 17. Click the arrow next to **More Settings** to expand printer settings.

[illegible]

Image

Print 24 sheets of paper

Destination HP DeskJet Plus 4100 se

Pages A3

Copies 1

Color Black and white

More settings

Paper size Letter

Pages per sheet 1

Quality 300 dpi

Scale Fit to paper

Two-sided ☐ Print on both sides

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

Form 1099-MISC (Rev. 1-01) (See instructions for your records)

PREPARE name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. (Do not check if you are a foreign resident.)

1 Rents

2 Royalties

3 Other income

4 Federal income tax withheld

5 Faring boat proceeds

6 Medical and health care payments

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

8 Substitute payments in lieu of dividends or interest

9 Crop insurance proceeds

10 Gross proceeds paid to an attorney

11 Fee paid for purchase of resale

12 Section 408A deferral

13 FATCA filing requirement

14 Income golden parachute payments

15 Nonqualified deferred payments

16 State tax withheld

17 State-Payer's state no.

18 State income

Instructions for Recipient

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

Account number. They show an account or other unique number the payer assigned to distinguish your account.

Amounts shown may be subject to self-employment (SE) tax. Individuals should see the instructions for Schedule SE (Form 1040), Corporations, partnerships, or persons must report the amounts on the appropriate line of their tax return.

Form 1099-MISC. If this form is incorrect or has been altered or omitted, contact the payer. If you cannot get the form, attach an explanation to your tax return and report your information correctly.

Box 1. Report rents from real estate on E (Form 1040). However, report rents on Schedule E (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or leased property as a business. See Pub. 557.

Box 2. Report royalties from CDs, tapes, or internet properties, copyrights, and patents on Schedule E (Form 1040). However, payments for a working interest are reported on the Schedule E (Form 1040) instructions. For royalties on books, art, and film, see Pub. 557.

Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee's gross, net, or taxable benefits. See Pub. 557.

Box 4. Report backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form 1040 and Pub. 557 for more information. Report this amount on your income tax return as tax withheld.

Box 5. Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 557.

Box 6. For individuals, report on E (Form 1040).

Box 7. If consumer products totaling \$5,000 or more were sold to you for resale, as a reseller, a deposit certificate, or other basis. Generally, report any receipts from your sale of these products on Schedule C (Form 1040).

Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received on your behalf as a result of a loss of your securities. Report on the "Other income" line of Schedule 1 (Form 1040).

Box 9. Report this amount on Schedule E (Form 1040).

Box 10. Shows gross proceeds paid to an attorney in connection with legal services, only the taxable part as income on your return.

Box 11. Shows the amount of non-qualified payments for the sale of film if you are in the trade or business of selling film.

Box 12. Shows gross proceeds paid to a nonemployee under a nonqualified deferred compensation plan that is subject to the requirements of section 408A plus any earnings on account and other payments.

Box 13. If the FATCA filing requirement is checked, the payer is reporting on this Form 1099-MISC to verify the account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the instructions to Form 1040.

Box 14. Shows your fair compensation of income golden parachute payments subject to a 10% excise tax. See your tax return instructions for details to report.

Box 15. Shows income as a nonemployee under an NQDC plan that does not report the requirements of section 408A. Any amount included in box 15 that is currently taxable is also included in box 15. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-EZ, or 1040-1041. See the instructions for your tax return.

Boxes 16-18. Show State or local income tax withheld from the payments.

Payment designations. For the same information about designations related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099.

Print this Form. Use it when you need to use it to qualify for refund or credit or when you need to prepare, e-file, and direct deposit or payment options.

Step 19. Print a test page once all settings are selected. Printing a test page ensures the printout comes out as expected.

Step 20. Click the **Pages** dropdown option and select **Custom**.

Image

☒ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. MC JERRY CHILD AND FAMILY WELL-BEING 201 WAL SERVICE CENTER BELLINGHAM, WA 98201-4001		1 Name \$ 11,708.12	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022)	Miscellaneous Information Copy B For Recipient 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 income is taxable and the IRS determines that it has not been reported.
2 Royalties For calendar year 2023		4 Federal income tax withheld \$		
3 Other income \$		6 Medical and health care payments \$		
5 Fishing boat proceeds \$		8 Substantiated payments in lieu of dividends or interest \$		
PAYER'S TIN [REDACTED]	RECIPIENT'S TIN [REDACTED]	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐	9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code BOOKENDS INC. PROPERTIES LLC 1300 E 4TH AVE STE A FORT LAUDERDALE, FL 33304		11 Fish purchased for resale \$	12 Section 408A deferrals \$	13 FATCA filing requirement ☐
BOOKENDS INC. PROPERTIES LLC 1300 E 4TH AVE STE A FORT LAUDERDALE, FL 33304		14 Excess golden parachute payments \$	15 Nonqualified deferred compensation \$	16 State tax withheld \$
Account number (see instructions) 10435		17 State/Payer's state no. \$	18 State income \$	

Form **1099-MISC** (Rev. 1-2022) (Keep for your records) www.irs.gov/form1099 Department of the Treasury Internal Revenue Service

Instructions for Recipient
Recipient's taxpayer identification number (TIN). If your partner, this form may show only the last four digits of your social security number (SSN), taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or taxpayer identification number (SSN). However, the entire TIN reported your partner's TIN to the IRS.
Account number. If you have an account or other unique number the payer assigned to distinguish your account.
Amounts shown may be subject to self-employment (SE) tax. Individuals should see the instructions for Schedule SE (Form 1040), Corporations, individuals, or partnerships must report the amounts on the appropriate line of their tax return.
Form 1099-MISC received? If this form is received or has been issued in error, contact the payer. If you cannot get the form, attach an explanation to your tax return and report your information correctly.
Box 1. Report rents from real estate on (Form 1040). However, report rents on Schedule E (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or acted primarily as a business. See Pub. 527.
Box 2. Report royalties from CDs, tapes, or other properties, copyrights, and patents on Schedule E (Form 1040). However, payments for a working interest are reported on the Schedule E (Form 1040) instructions. For royalties on books, coal, and non-ops, see Pub. 527.
Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (Form 1040), and identify the payment. This amount does not include payments reported as the beneficiary of a deceased employee, gross, awards, taxable damages, income-generating profits, or other taxable income. See Pub. 527. If it is made or business income, report this amount on Schedule C or E (Form 1040).
Box 4. Shows backup withholding or withholding on income-generating profits. Generally, a payer must backup withhold if you do not furnish your TIN. See Form 1040 and Pub. 527 for more information. Report this amount on your income tax return as tax withheld.
Box 5. Shows the amount paid to you as a fishing boat crew member by the operator.
Box 6. For individuals, report on C (Form 1040).
Box 7. If consumer products totaling \$5,000 or more were sold to you for resale, at a discount, a reduced commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).
Box 8. Shows substantiated payments in lieu of dividends or tax-exempt interest received by your broker or your behalf as a result of a loan of your securities. Report on the "Other income" line of Schedule 1 (Form 1040).
Box 9. Report this amount on Schedule E (Form 1040).
Box 10. Shows gross proceeds paid to an attorney in connection with legal services, only the amounts paid as income or your return.
Box 11. Shows the amount of cash you received for the sale of fish if you are in the trade or business of selling fish.
Box 12. May show certain year deferrals as a nonemployee under a nonqualified deferred compensation plan that is subject to the requirements of section 409(a) plus any earnings or current and prior year deferrals.
Box 13. If the FATCA filing requirement is checked, the payer is reporting on this Form 1099-MISC to satisfy its reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the instructions for Form 8879.
Box 14. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.
Box 15. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409(a). This amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SR, or 1040-NR. See the instructions for your tax return.
Boxes 16-18. Show State or local income tax withheld from the payments.
Payer's requirements. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099.

Step 21. Enter **1** in the eg - field. This prints one test page before proceeding to print all the pages in the report.

Image

☒ CORRECTED (if checked)

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2 Royalties For calendar year 2023		4 Federal income tax withheld \$		
3 Other income \$		6 Medical and health care payments \$		
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PAYER'S TIN [REDACTED]	RECIPIENT'S TIN [REDACTED]	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐	9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$
RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code BOOKENDS INC. PROPERTIES LLC 1300 E 4TH AVE STE A FORT LAUDERDALE, FL 33304		11 Fish purchased for resale \$	12 Section 408A deferrals \$	13 FATCA filing requirement ☐
BOOKENDS INC. PROPERTIES LLC 1300 E 4TH AVE STE A FORT LAUDERDALE, FL 33304		14 Excess golden parachute payments \$	15 Nonqualified deferred compensation \$	16 State tax withheld \$
Account number (see instructions) 10435		17 State/Payer's state no. \$	18 State income \$	

Form **1099-MISC** (Rev. 1-2022) (Keep for your records) www.irs.gov/form1099 Department of the Treasury Internal Revenue Service

Enter: 1 → **eg 1-5, 8, 11-13**

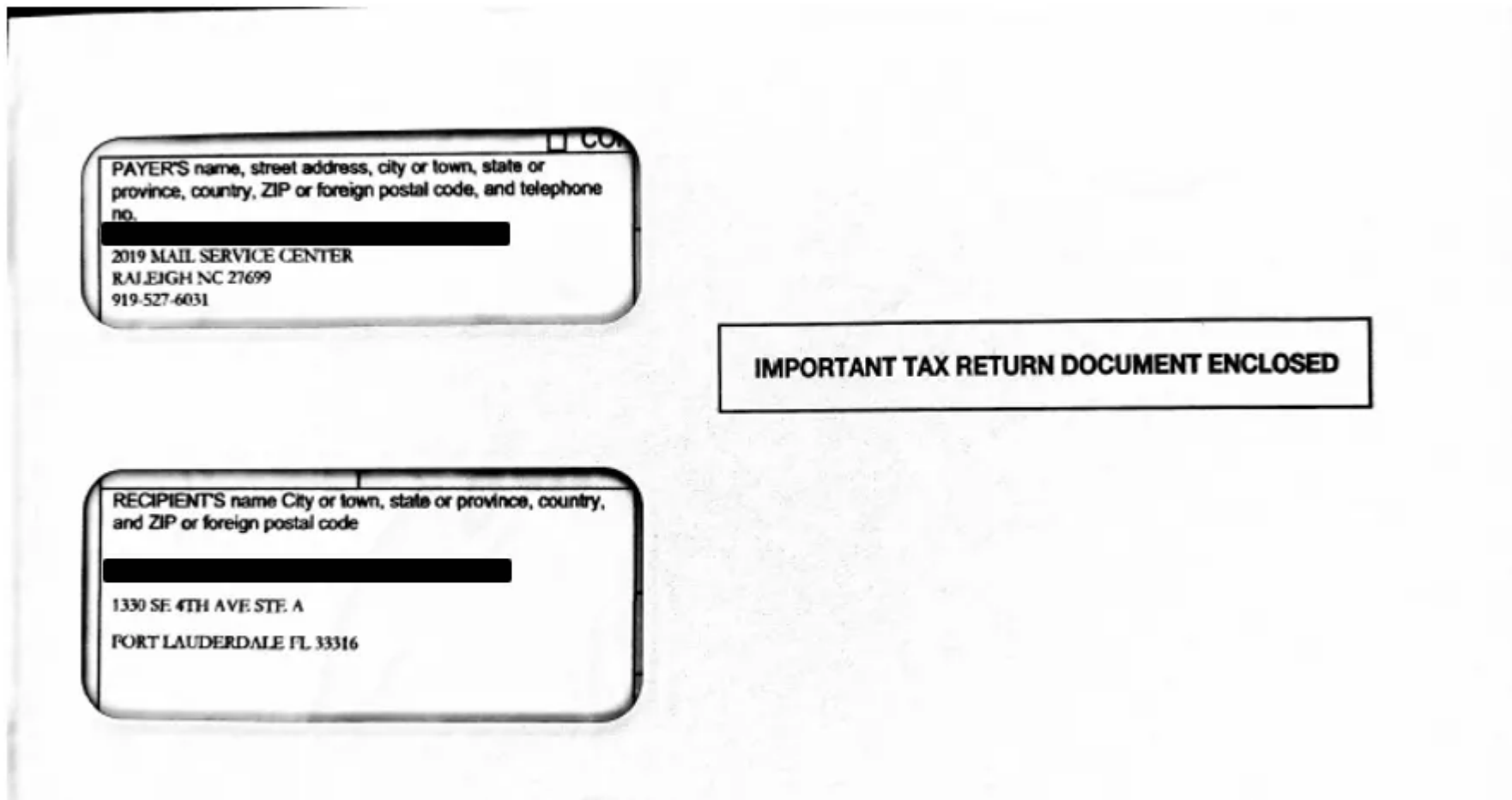
Step 22. Click the **Print** button.

Image

The image shows a software interface for printing a tax form. On the left, there is a preview of the tax form, which includes sections for 'COMPLETION OF CHECKS', 'MICROFILM INFORMATION', and 'INSTRUCTIONS FOR RECIPIENT'. The form is filled with various fields and checkboxes. On the right, there is a control panel for the printing process. It includes settings for 'Destination' (HP DesignJet Plus 4100), 'Pages' (1), 'Copies' (1), 'Color' (Black and white), 'Paper size' (Letter), 'Pages per sheet' (1), 'Quality' (300 dpi), 'Scale' (Fit to paper), and 'Two-sided' (Print on both sides). At the bottom of the control panel, there is a 'Print' button highlighted with a yellow box and a mouse cursor, and a 'Cancel' button next to it. The text 'Print using system dialog... (Ctrl+Shift+P)' is also visible.

Note: Fold your form in half and put it in the envelope and please make sure that the form fits in the envelope. Please refer to the image below.

Image



First Published

Mon, 03/25/2024

Last Updated

Wed, 08/27/2025

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