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

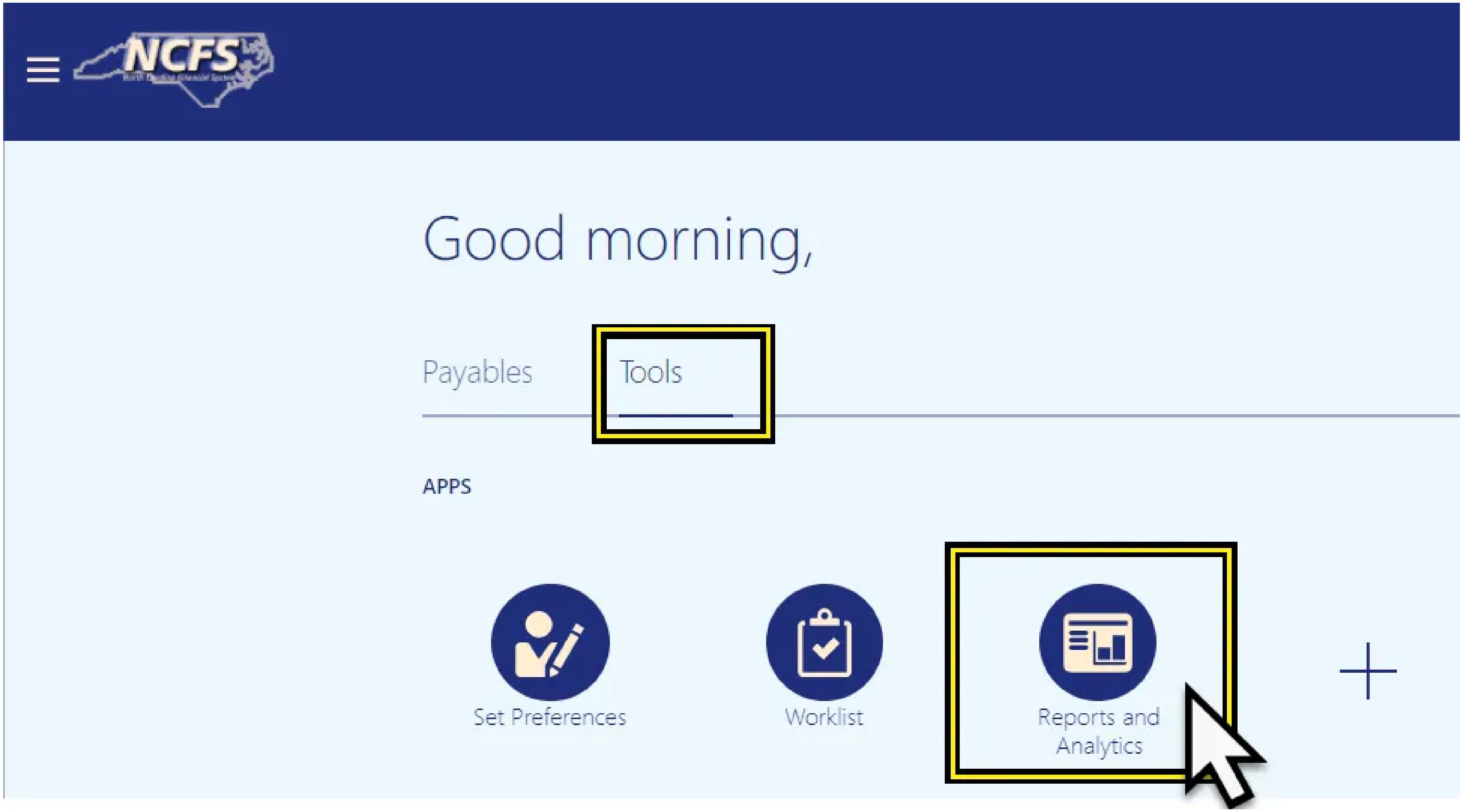
Follow the steps to print 1099 Correction forms in NCFS. There are 22 steps to complete this process.

Step 1. Log in to the NCFS portal.

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

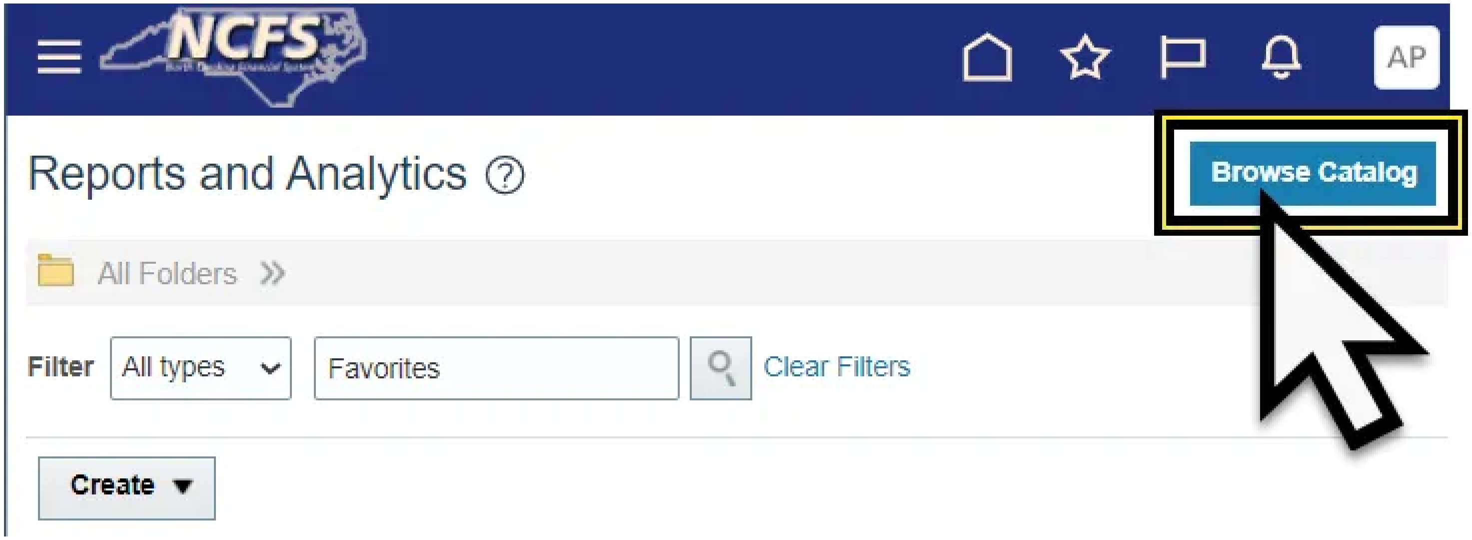
Step 3. Click the **Reports and Analytics** app.

Image



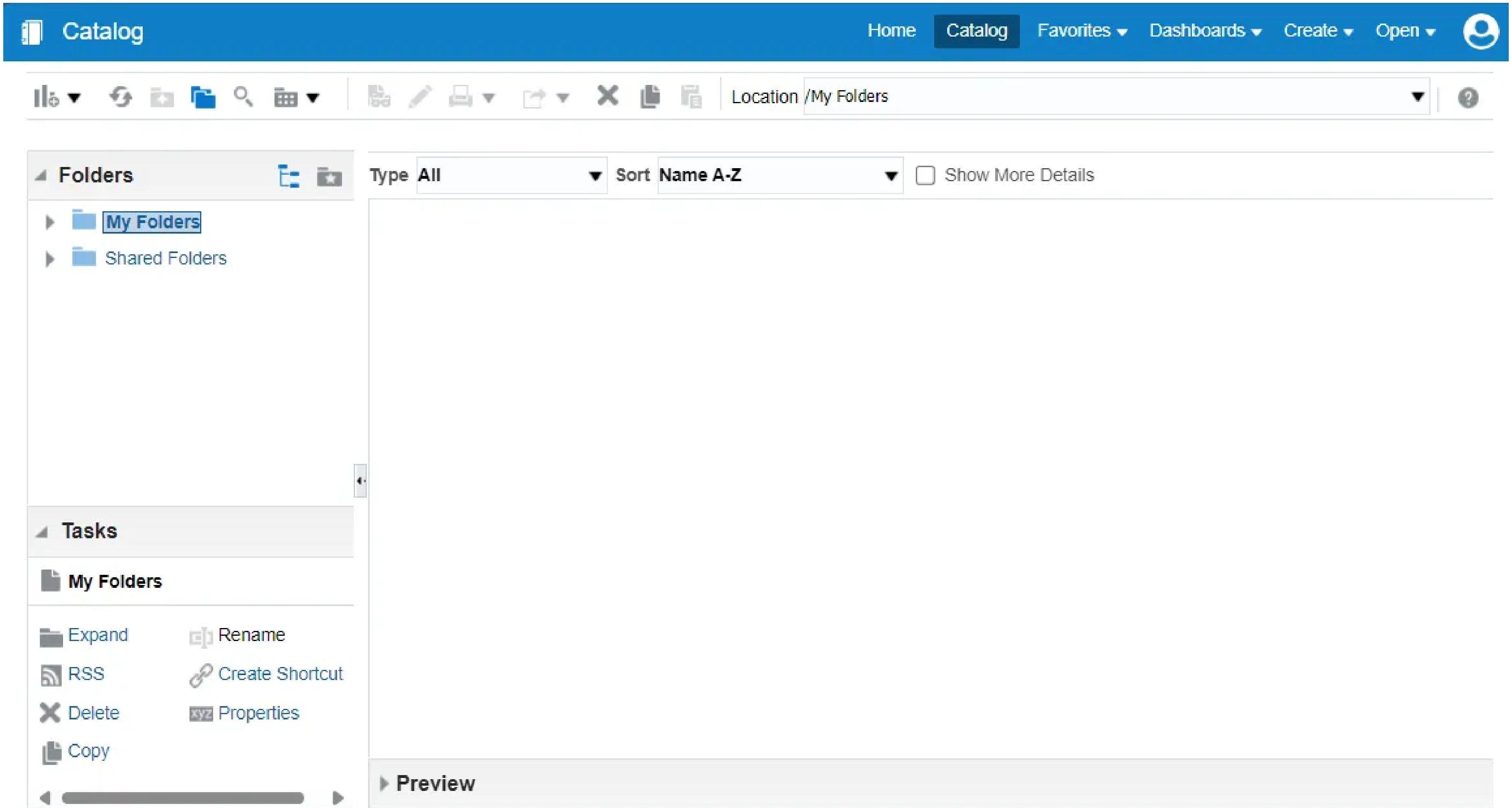
Step 4. Click the **Browse Catalog** button at the top right corner of the page.

Image



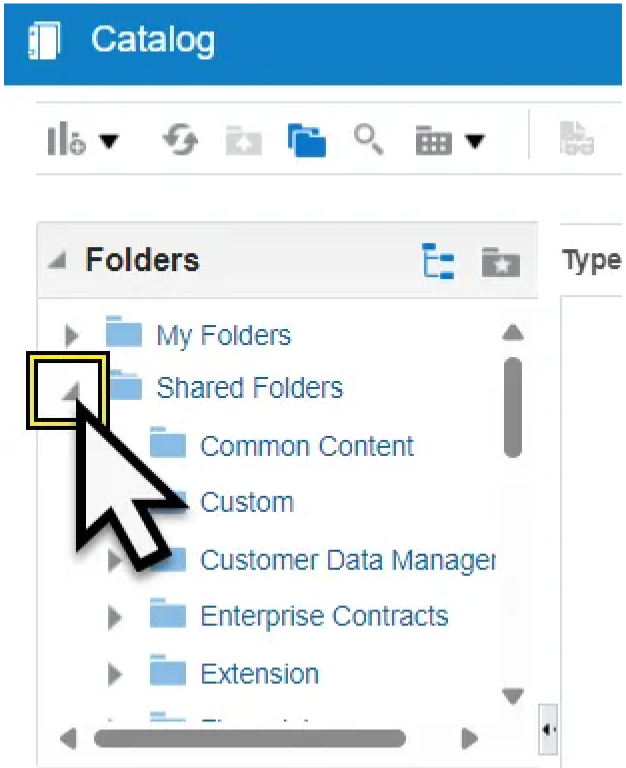
Step 5. The Catalog page is displayed.

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



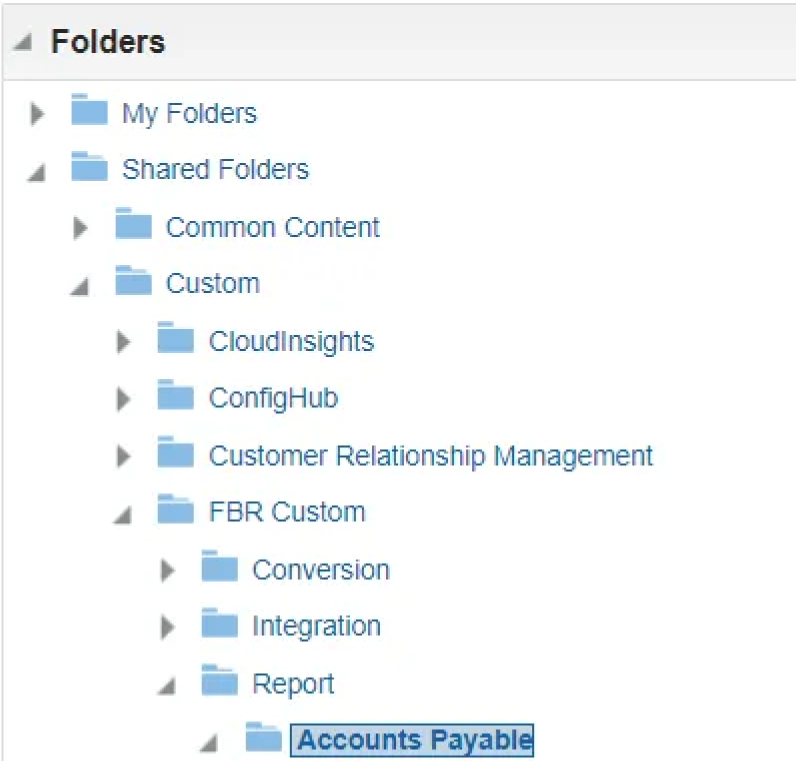
Step 7. Select and expand **Custom Folder**.

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

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

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

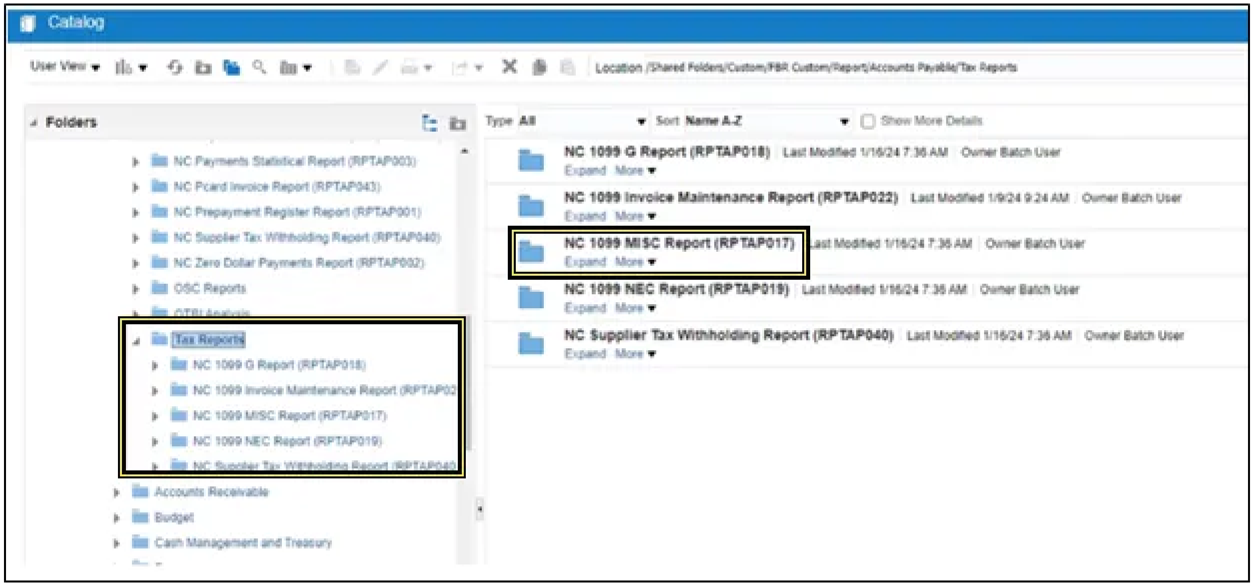
Image



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

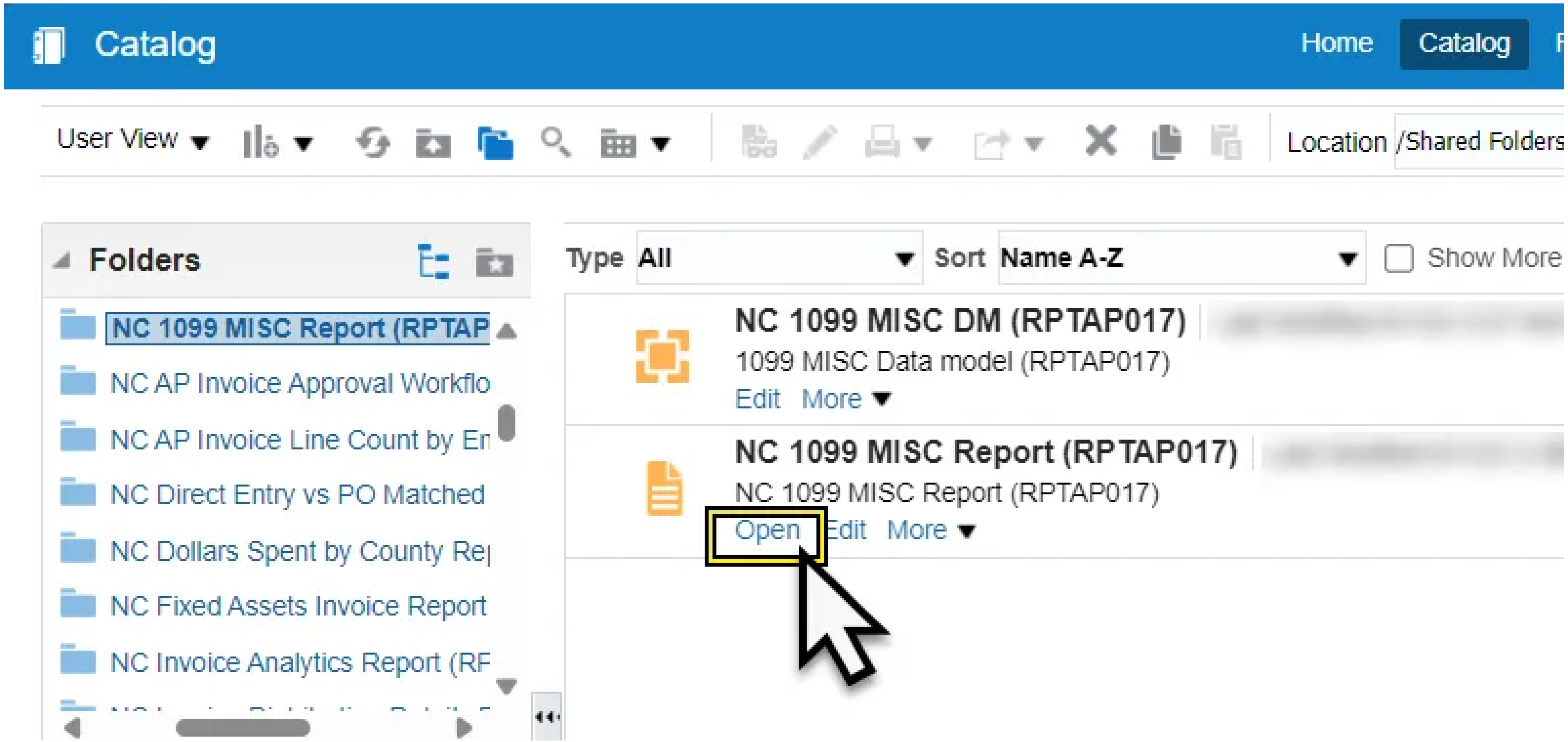
Step 12. Reports listed in the Tax Reports folder are displayed. Select and expand the appropriate report folder you would like to print. In this example, we will use **NC 1099 MISC Report**.

Image



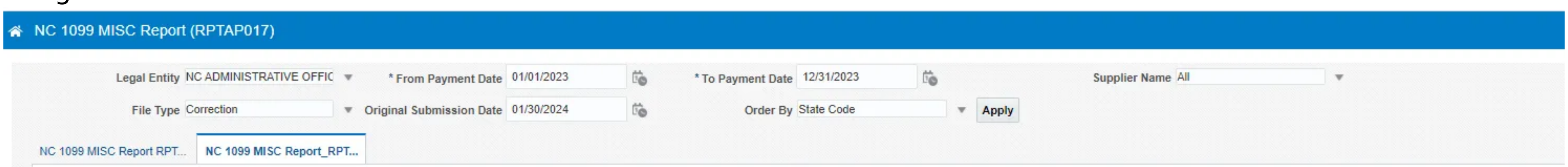
Step 13. Click **Expand** under the desired report folder and click **Open**.

Image



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

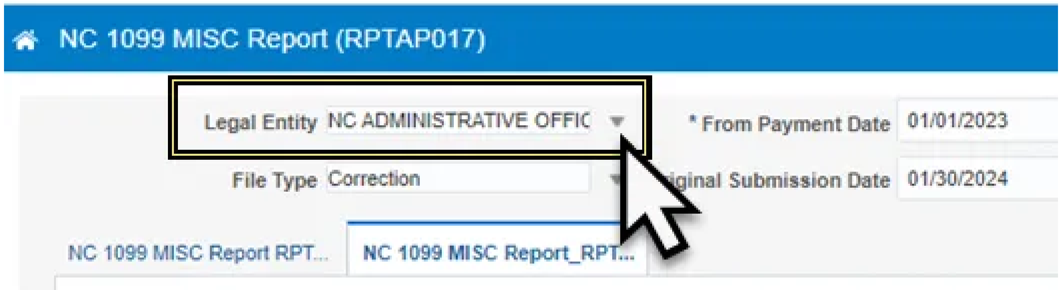
Image



For Corrections:

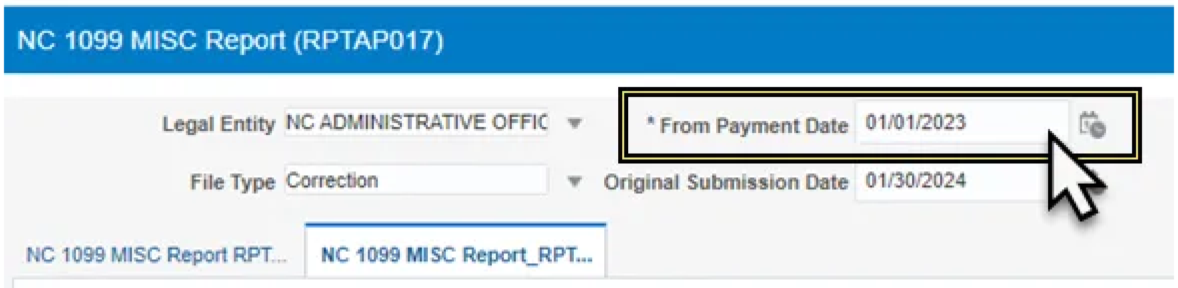
- Select the **Legal Entity (Business Unit)**.

Image



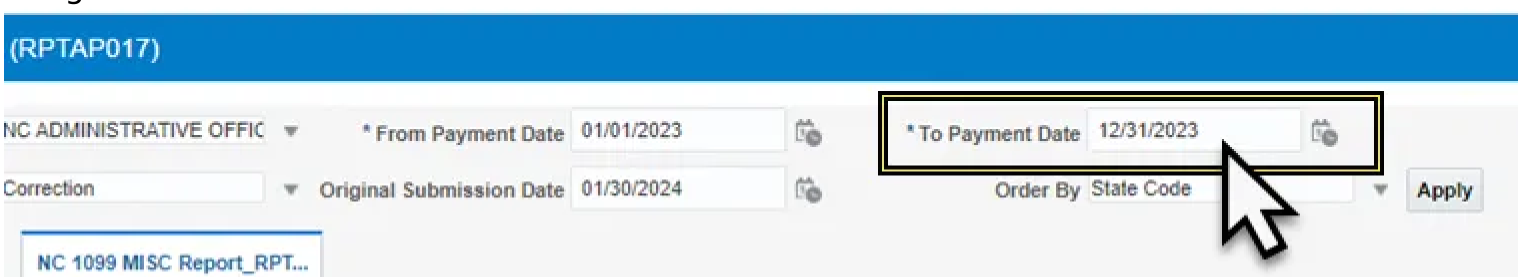
- Correct **From Payment Date -01/01/20XX**.

Image



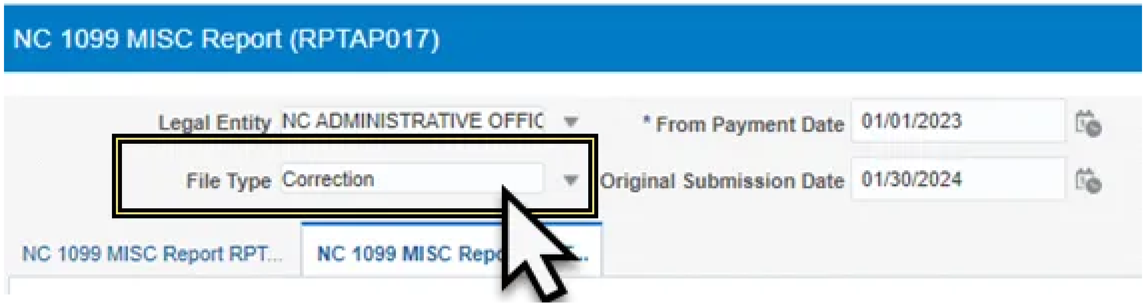
- **To Payment Date – 12/31/20XX**.

Image



- **File Type – Correction**.

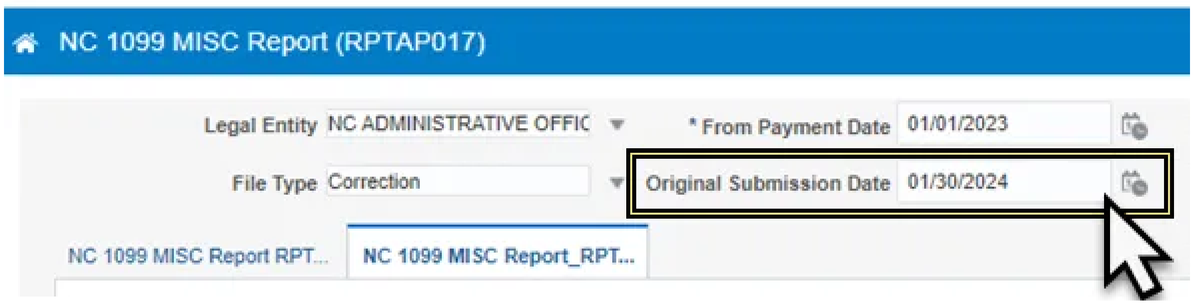
Image



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

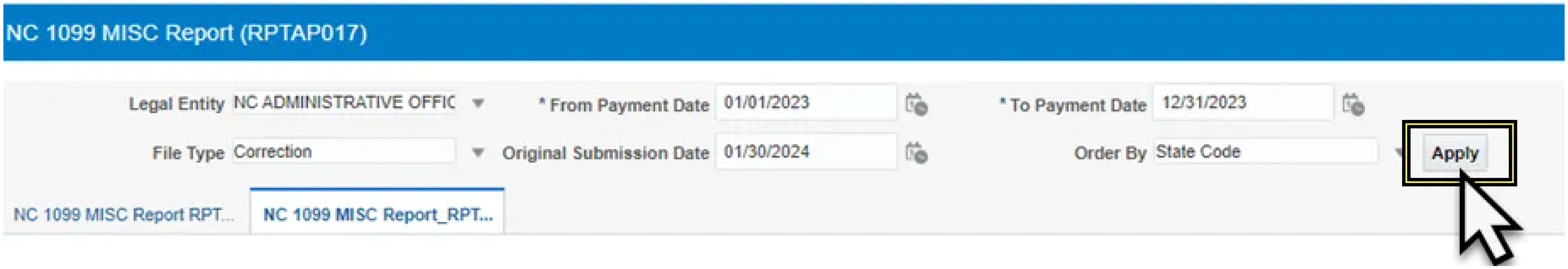
Note: This date will vary from year to year and is based on when the original 1099 file is submitted to the IRS by OSC. The original submission date will be communicated to the agencies before the 1099 correction forms are available to be printed.

Image



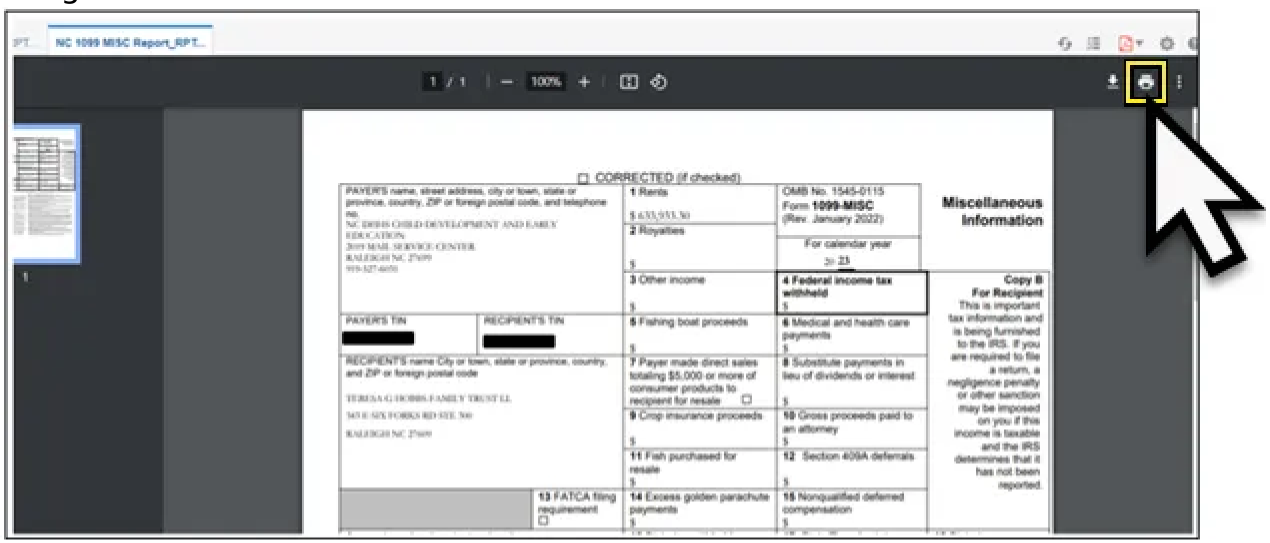
vi. Click **Apply**.

Image



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

Image

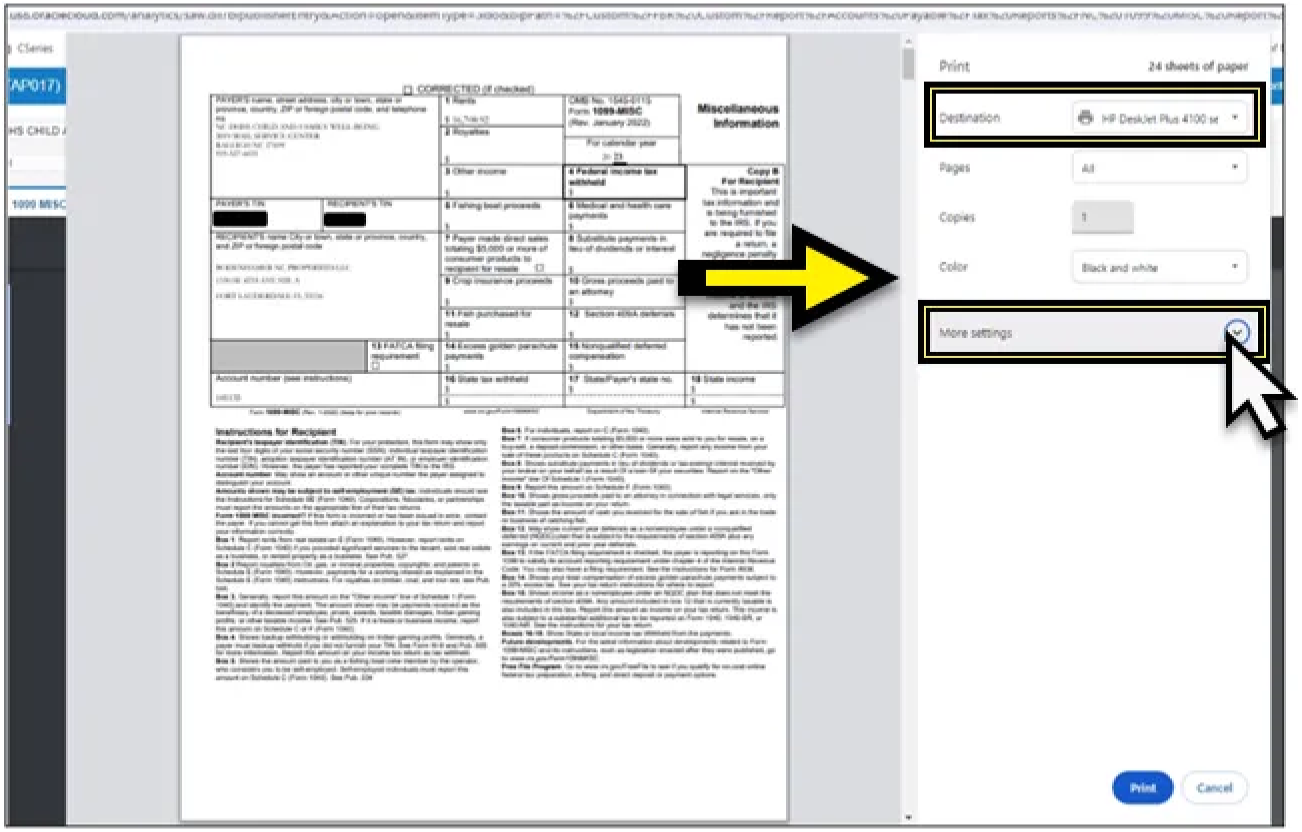


Step 16. Select the correct printer from **Destination** dropdown in the Printer options displayed in the right-side panel.

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

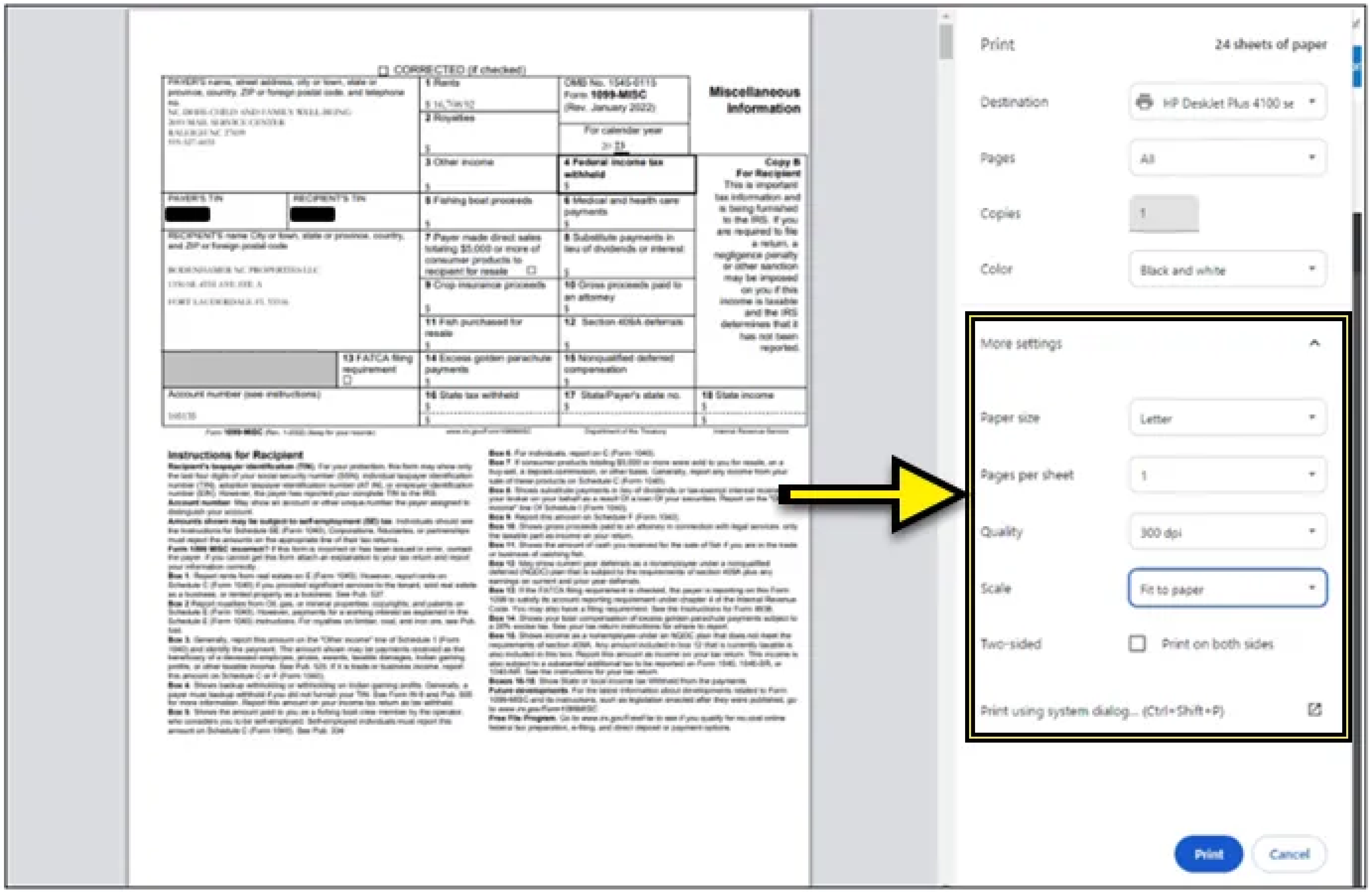
Step 17. Click the arrow next to **More Settings** to expand printer settings.

Image



Step 18. More settings options are displayed. Select the correct settings including **paper size, pages per sheet, Quality, Scale, Two-sided printing, etc.**

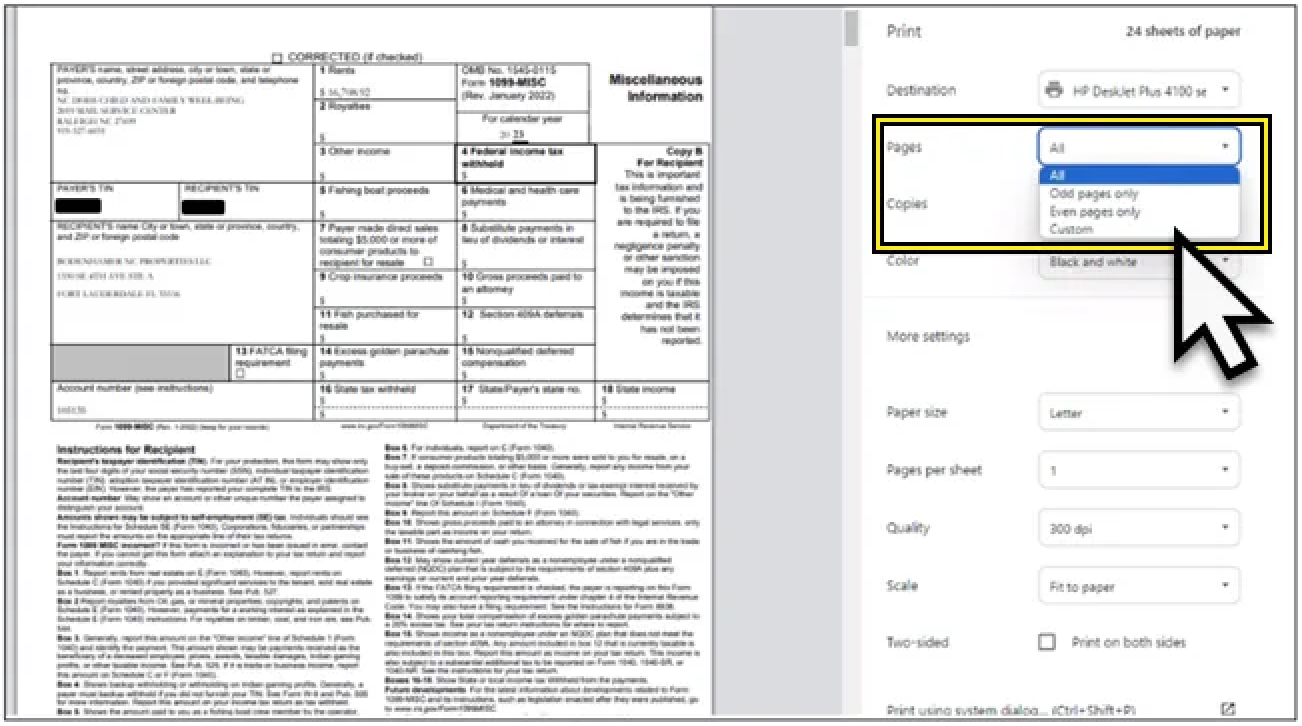
Image



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

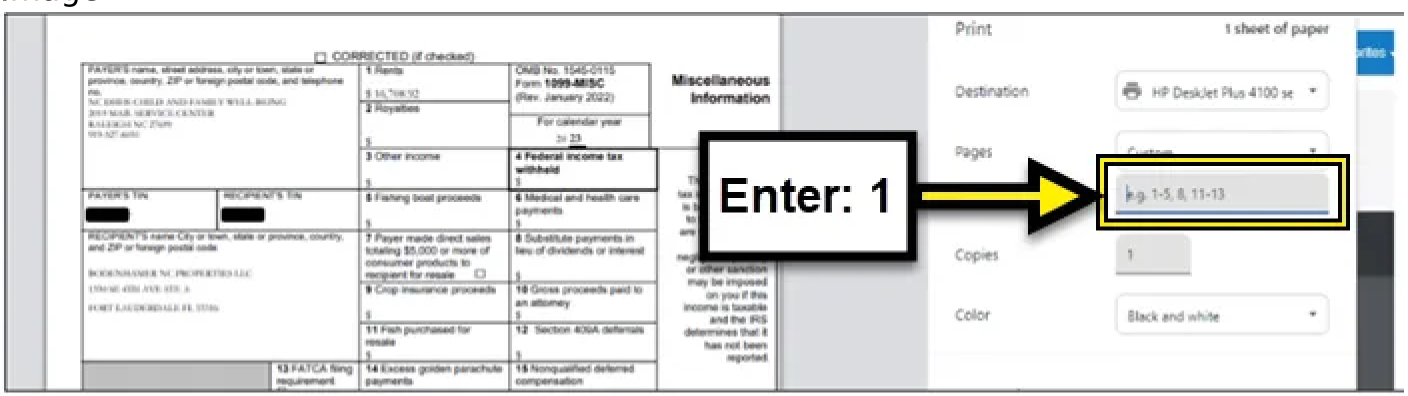
Step 20. Click the **Pages** dropdown option and select **Custom**.

Image



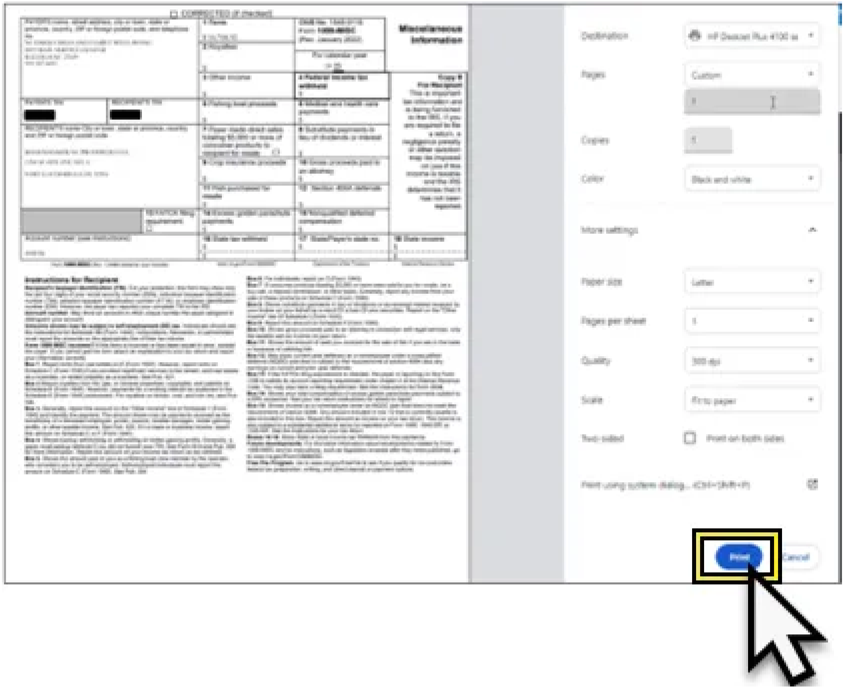
Step 21. Enter **1** in the eg – field. This prints one test page before proceeding to print all the pages in the report.

Image



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

Image



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

☐ CO

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

[redacted]

2019 MAIL SERVICE CENTER
RALEIGH NC 27699
919-527-6031

IMPORTANT TAX RETURN DOCUMENT ENCLOSED

RECIPIENT'S name City or town, state or province, country, and ZIP or foreign postal code

[redacted]

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First Published

Mon, 03/25/2024

Last Updated

Wed, 08/27/2025

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