

**PRINTING 1099 CORRECTION** 

## FORMS

### **QUICK REFERENCE GUIDE AP-42**

#### 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.

- 1. Log in to the NCFS portal.
- 2. Click the **Tools** tab, from the home page.
- 3. Click the **Reports and Analytics** app.

<b>≡ ∠NCFS</b>	
	Good morning,
	Payables Tools
	APPS
	Set Preferences Worklist Reports and Analytics



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

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Reports and Analytics ⑦		В	rowse (	Catalog
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5. The Catalog page is displayed.

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



- 7. Select and expand Custom Folder.
- 8. Select and expand FBR Custom Folder.
- 9. Select and expand **Report** Folder.
- 10. Select and expand Accounts Payable Folder.



11. Select and expand Tax Reports folder.

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**.



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



14. NC 1099 MISC Report is displayed.

₭ NC 1099 MISC Report (RPTAP017)							
Legal Entity NC ADMINISTRATIVE OFFIC * * From Payment Date 01/01/2023	Ċò	* To Payment Date 12/31/2023	6		Supplier Name All	•	
File Type Correction  v Original Submission Date 01/30/2024	6	Order By State Code	v	Apply			
NC 1099 MISC Report RPT NC 1099 MISC Report_RPT							

#### a. FOR CORRECTIONS:

i. Select the Legal Entity (Business Unit).

ł	NC 1099	MISC Report	(RPTAP017)		
		Legal Entity	NC ADMINISTRATIVE OFFIC	* From Payment Date	01/01/2023
	Ľ	File Type	Correction	iginal Submission Date	01/30/2024
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#### ii. Correct From Payment Date -01/01/20XX.

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#### iii. To Payment Date – 12/31/20XX.

(RPTAP017)							
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F	Legal Entity No	ADMINISTRATIVE C	OFFIC V	* From Payment Date	01/01/2023	to
	File Type Co	prrection		riginal Submission Date	01/30/2024	Co.

v. Original Submission Date – 01/XX/20XX.

iv. File Type – Correction.

**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

				* From Payment Date	01/01/2023	[
	File Type	Correction	Ŧ	Original Submission Date	01/30/2024	đ
NC 1099 MISC	Report RPT	NC 1099 MISC Report_F	RPT			
	vi. Click	Apply.				

NC 1099 MISC Report RPT... NC 1099 MISC Report\_RPT...

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

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			11 Fish purchased for resale 5	12 Section 409A defemals	determines that it has not been				
		13 FATCA tiling requirement	14 Excess golden parachute payments 1	15 Nonqualified deferred compensation 5					

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.

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

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							Print	Cancel

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



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

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

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



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#### 22. Click the **Print** button.

**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.

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone	
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#### Change Log

- Effective Date 6/16/2025
  - Modified Summary to specify that this form is used for printing 1099 correction forms.