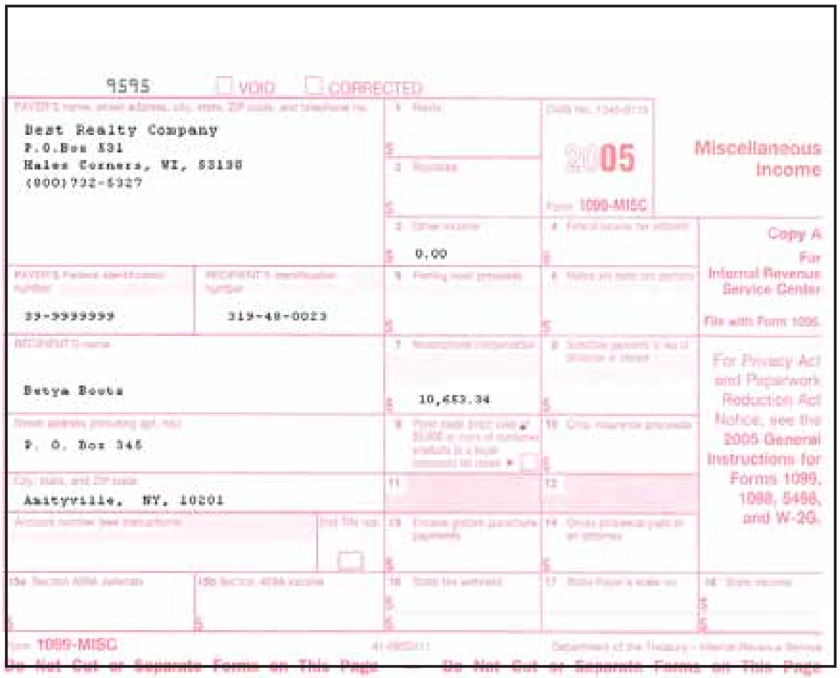
Processing Printed and Electronic 1099's

In REAL/Easy BOS version 14.5, the 1099 forms, calculation setups, and reports have been adjusted for 2005 reporting. Samples of the 1005 1099 and 1096 forms are illustrated below. Following the illustrations, the location and description of the 1099 report and supporting reports are listed.



9595 VOID CORRECTED

Best Realty Company
P.O.Box 531
Hales Corners, WI, 53130
(000)732-5327

2005 Form 1099-MISC

Miscellaneous Income

3 Other income $ 0.00

Copy A For Internal Revenue Service Center

File with Form 1096.

39-9999999

319-48-0023

Betya Bouts

7 Nonemployee compensation $ 10,653.34

For Privacy Act and Paperwork Reduction Act Notice, see the 2005 General Instructions for Forms 1099, 1098, 5498, and W-2G.

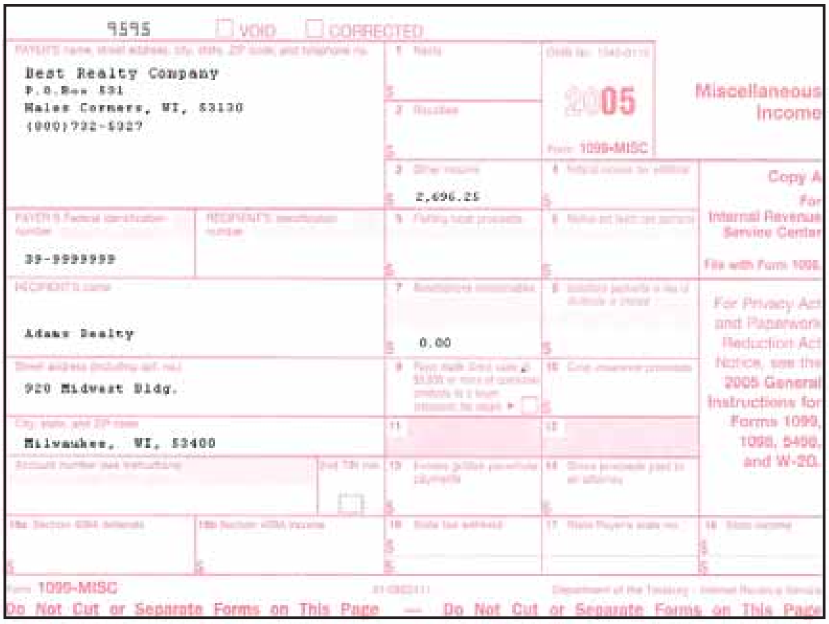
P. O. Box 345

Amityville, NY, 10201

Form 1099-MISC

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Above, sample 1099 for in-house agents.


9595 VOID CORRECTED

Best Realty Company
P.O.Box 531
Hales Corners, WI, 53130
(000)732-5327

2005

Form 1099-MISC

Miscellaneous Income

2,696.25

Copy A For Internal Revenue Service Center

39-9999999

Adams Realty

0.00

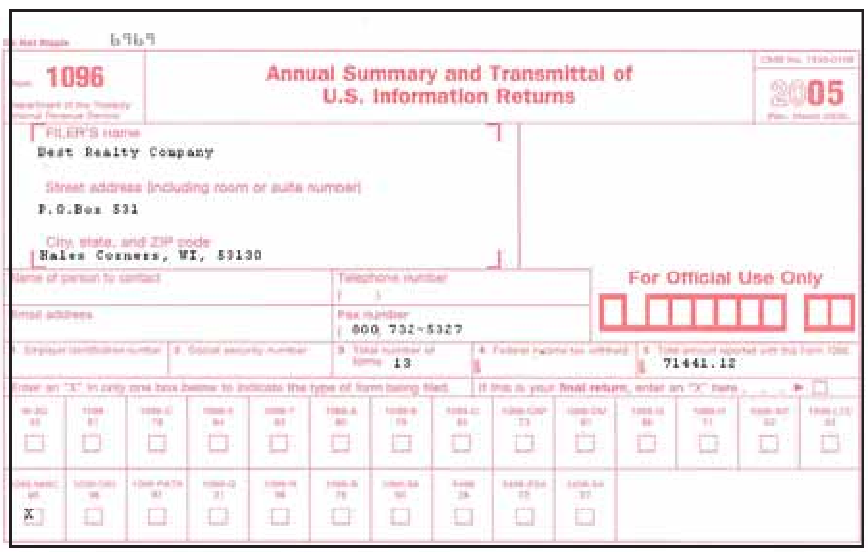
920 Midwest Bldg.

Milwaukee, WI, 53400

Form 1099-MISC

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Above, sample 1099 printed for an outside broker.


6969

Form 1096

Annual Summary and Transmittal of U.S. Information Returns

2005

FILER'S name

Best Realty Company

Street address (including room or suite number)

P.O.Box 531

City, state, and ZIP code

Hales Corners, WI, 53130

For Official Use Only

Fax number

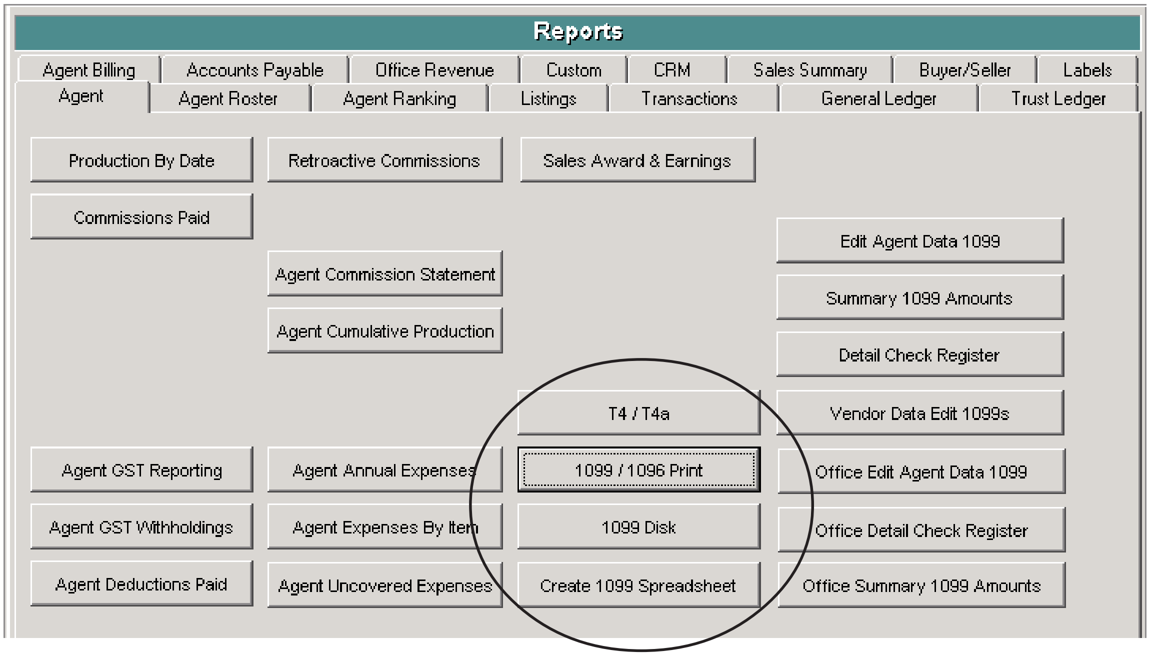
000 732-5327

13

71441.12

X

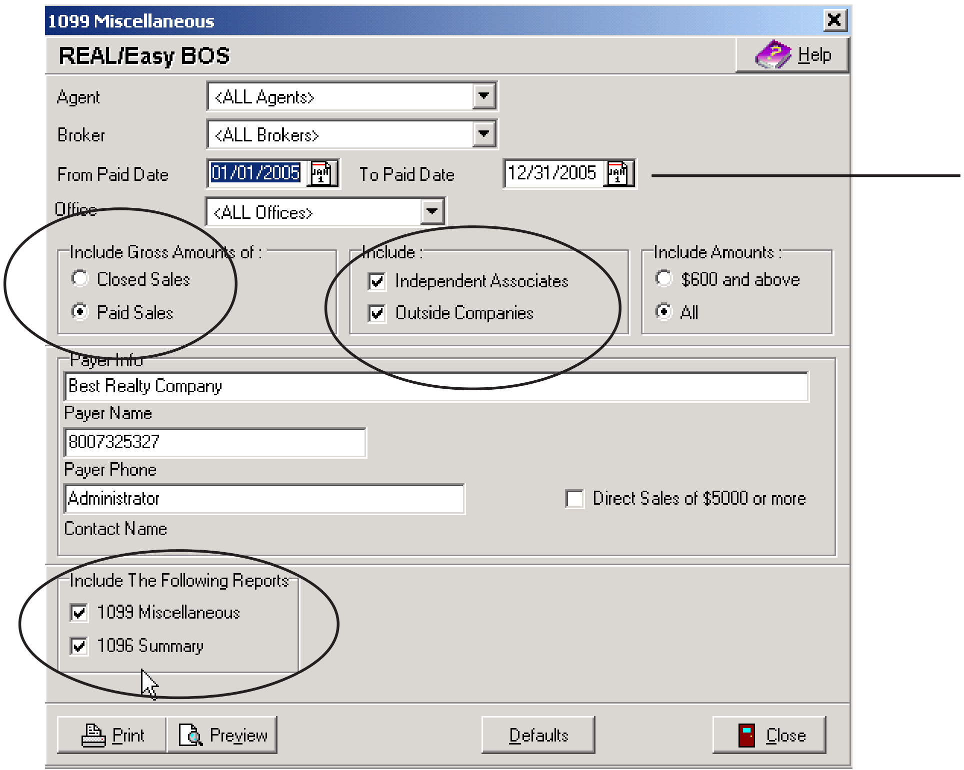
Above – sample 1096 for 2005.



The 1099 reporting options are found within "Standard Reports" on the "Agent" tab. There are three commands:
- **1099/1096 Print** – this command prints the 1099 copies on the 2-per-page 8-1/2 x 11 forms.
- **1099 Disk** – this command creates the IRSTAX file for electronic filing.
- **Create 1099 Spreadsheet** – this command places the 1099 data and payee information into an MS Excel worksheet for import into third party 1099 processing/reporting programs.

A number of supporting reports for staff editing, and both company and agent records should be used to provide details needed for verification and backup for tax reporting.

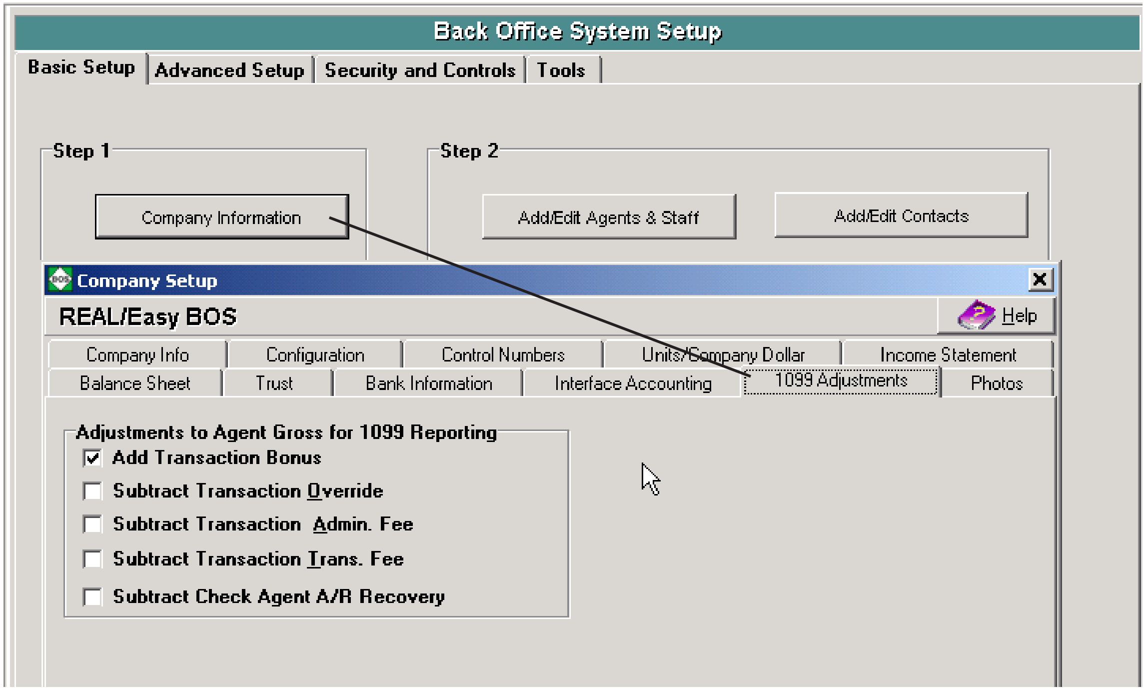
- **Edit Agent Data 1999** – this command prints the key information needed for 1099 reporting so the staff be sure that information complete.
- **Summary 1099 Amounts** – this command prints the 1099 total amounts for each agent including figures detailed from closings or checks and figures for 1099 history adjustments.
- **Detailed Check Register** – this command is perfect for the agents – it details all commission check gross pay, deductions, key award statistics, and totals deduction by deduction type.
- **Vendor Data Edit 1099** – this report should be printed prior to 1099 editing, and after for records. It totals all 1099 amounts paid to brokers and other outside commission payees who require 1099's. Included also are key mailing and ssn/ein information so the staff can be sure this information is complete.
- **The "Office" level reports** are handy for companies with multiple offices where the office staff is responsible for data completeness or for printing reports for distribution to the offices.



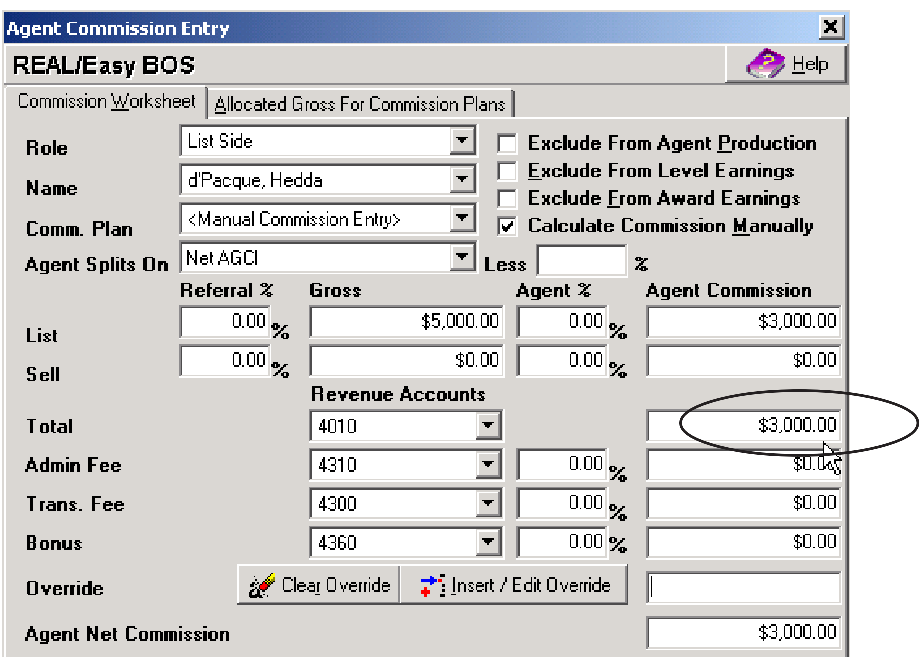
Above, illustration of the run screen for printing 1099/1096.

Note:

- 1099s can be printed for all or a selected agent, all or a selected outside broker, for any paid date range (or close date range)
- 1099’s and 1096’s can be printed office by office.
- The 1099’s can be printed based on the close date or paid date. For close date – the commissions from closed sales are totaled, for paid date – the commissions from paid fees are totaled (check printed).
- The 1096 form can also be printed – this form includes the total 1099 amount.



In version 14.5, a separate tab within Company Information is accessed to adjust the 1099 calculation. The above options can used to adjust the calculation of the 1099 amount to be reported for the agents.



If no option is checked, the 1099 commission amount is the gross earning paid to the agent. This is the amount calculated or entered within each sale transaction on the Agent Commission Entry “CA4” form.

Changes to the "Edit Agent Data 1099" report.

Edit Agent Data 1099

Best Realty Company

01/23/2006

Edit Setups Report for Agent 1099's

Active Agents and Agents Who Became Inactive after 12/31/2003

AgentID	Name (Last, First)		Report Name	SSN/EIN	Type	Indep Flag	Agent Address			STABBR ok?	Status
26	Anferer, Wiley		Wiley Anferer	419-29-9633	AGENT	CK	36 S. Main Street Greenfield	WI	532000000	ok	Active
38	Beaucounter, Brian		Brian Beaucounter		EMPLO					valid?	Active
21	Bine, R. YOU		R. YOU Bine	333-44-4747	AGENT	CK	3413 Bay Road Milwaukee	XX	532000000	valid?	Active
23	Boots, Betya		Betya Boots	319-40-0023	AGENT	CK	P. O. Box 345 Amityville	NY	10201	ok	Active
	Inc. Settings:	07/30/2003	Boots Best Properties	39-5555555							
2	Brandy, Edward		Edward Brandy	444-22-6666	AGENT	CK	222 Center Franklin	WI	53233	ok	Active
	Inc. Settings:	07/01/2005	Brandy Hot Properties, Inc.	39-558882							
6	deBlanc, Phil New		Phil New deBlanc	465-47-5896	AGENT	CK	190 N. Exchange Hales Corners	WI	531000000	ok	Active
3	Dillon, Marshall Rep		Marshall Rep Dillon	123-45-6789	AGENT	CK	123 Western Avenue Milwaukee	WI	542270000	ok	Active
7	d'Pacque, Hedda		Hedda d'Pacque	345-08-6900	AGENT	CK	300 S Washington Milwaukee	WI	51200	ok	Active
8	Dvet, Natalie		Natalie Dvet	635-33-5653	AGENT	CK	937 Pine View Lane Greendale	WI	532000000	ok	Active
36	eComm, Maria		Maria eComm		AGENT	CK				valid?	Active
22	Forwards, Eileen		Eileen Forwards	249-34-1164	AGENT	CK	673 W. Laurel Rd. Franklin	WI	532000000	ok	Active
24	Hens, C. D.		C. D. Hens	091-44-2343	AGENT	CK	27 Elm Ave. Greendale	WI	532000000	ok	Active
27	Needham, Willie		Willie Needham	234-09-7766	AGENT	CK	5766 Summit Ave. Milwaukee	WI	532000000	ok	Active
28	Petzer, Tim		Tim Petzer	333-22-4444	AGENT	CK	11109 W National Milwaukee	WI	532270000	ok	Terminated
31	Post To Batch, S		S Post To Batch		AGENT	CK				valid?	Active
34	PostCheck Only, AI		AI PostCheck Only		AGENT	CK				valid?	Active
4	Potts, Fillmore		Fillmore Potts	345-09-7600	AGENT	CK	75 Orange Road Milwaukee	WI	531000000	ok	Active
1	Pounfits, Seymour		Seymour Pounfits	465-99-6464	EMPLO		746 Yellow Brick Road Brookfield	WI	554070000	ok	Active
30	PrintB PostCheck, S		S PrintB PostCheck		AGENT	CK				valid?	Active
33	PrintCheckOnly, AI		AI PrintCheck Only		AGENT	CK				valid?	Active

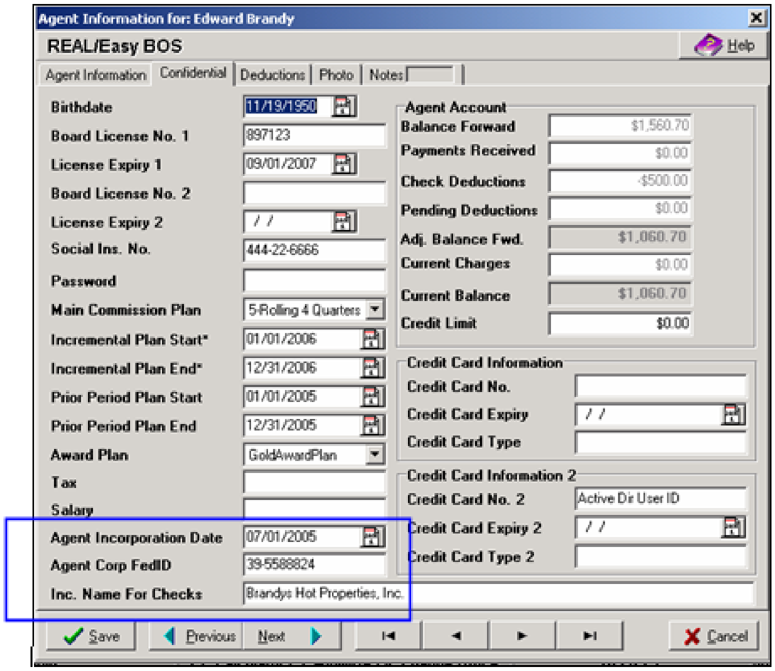
This report should be run prior to 1099 printing to help insure that the agent records are complete. Each 1099 requires all agent address information including state and zip code. Further, the agent social security number or EIN (for incorporated agents) is required.

The report format for 2006 has been changed help with the edit. The state and zip are placed in columns and a column following "STABBR?" has been added. This column indicates if the state abbreviation is "ok" or if not found an indication of "valid?" is printed.

If the new agent incorporation fields are utilized in agent setup, a second line will print showing the assignments of:

- The incorporation date
- The incorporation name
- The corporate EIN/Federal ID.

Note that these items are can be used by companies when an agent incorporates so that two 1099's can then be printed for the same person. In the above example, two agents have this setup. Note that all three items must be entered to print two 1099's. If one is missing, only one 1099 will be printed. Further, the incorporation name can also be printed on commission checks.



Notes for using the Incorporation Items:

For agents who have been working as independent contractors and decide to incorporate, three new items have been added to the agent setup to assist. Shown above are the items:

- Agent Incorporation Date
- Agent Corp FedID
- Inc. Name for Checks

By using these items it enables the company to have the previous social security information and also to print the incorporated name on commission checks issued after the incorporation date. Further, for the year the agent incorporated, two 1099's will be issued by REAL/Easy.