

Accessing and Preparing 1099 Module Forms for Printing

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Accessing the Print Features:

The **Print Menu** on the main "**Form 1099 - Year**" screen is where users select printing options and print forms. This menu is organized into three columns: **IRS Copies**, **Other Copies**, and **Reports**.

Selecting Payees for Printing

- **Payee Selection:**

Only Payees selected under "**Select Payees**" in the "Edit Payees" box will be included in the print job.

- If fewer Payees are selected than the total participant count, not all Payee copies will be printed.

- **Printing and Mailing Forms:**

If forms will be printed and mailed by the user, access the **Print Menu** on the main **1099-X - Year** screen.

Alternatively, users can utilize the ftwilliam.com **Fulfillment Service** for printing, mailing, and e-filing.

- **Ordering Special Paper:**

If printing is handled in-house, specialized paper is required for different copies. For paper needs, [Nelco Solutions](#) is recommended.

Additional Menu Features

At the top of the **Print Menu**, two links offer further customization:

- **Print Options:**

- Adjust print margins to ensure alignment with Copy 1096 and Copy A.
- Test print on blank paper and compare against the special red paper before final printing. Adjust margins as needed within **Print Options**.

- **TIN Masking:**

- Enable TIN Masking (hides all but the last 4 digits of the Payee's SSN) for **Other Copies** (Copy B, Copy C, and Copy 2).
 - **Note:** Only **Designated Admin Users** can enable global TIN Masking.
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