December 29, 2010

How to produce 1099s for Dancers using ReportWare's Secure Dance Dollar and Cabaret Management Program

We've made some additions to our 1099 processing to better facilitate electronic filing for those having more than 250 1099 Forms to file. The government requires you to use electronic filing for 250 or more 1099s. We've added support for Adams Tax Forms Helper Software. This software is included free with printed 1099 forms which are for sale at Office Max, Staples, and Sam's Club. We don't endorse this software, nor have any relationship with its owner; we selected it because it's readily available in many markets.

You may still prepare 1099s in the same way as you did last year using ReportWare and are not required to use this new feature.

To prepare 1099s:

1. Make sure there's a folder on the computer you're using at C:\RWTemp\ This folder is used to hold export files and data needed by ReportWare.
2. Sign into ReportWare and go to Preferences>Continue. Be sure your company name, address, and Federal EIN are all accurate. This information is passed to your Form 1099s.
3. Make sure all your Dancer information is accurate and complete for the year, including all shifts worked, as well as SSN and address information for each dancer who will receive a 1099.
4. From the Main Menu, go to Pay>1099 Dancer Menu. Put in a date of 1/1/2010 as your start date. Click the button "Import Dancers' 1099 Information". This will pull in and consolidate all 2010 dancer income information. You only need to do this once for the year. If you need to, you may edit the information using the "View/Edit Information" button.
5. Select the type of form you want to print, the way you want your printed reports sorted, and income to be reported using the radio buttons in the lower part of the screen. Click Preview or Print Reports and check over everything.
6. OPTIONAL: If you want to export data for use in Excel or some other program, click the Export to 1099 File button. This will create an export file in C:\RWTemp\ containing your data. It will also offer to create an export file suitable for import by the above referenced Tax Forms Helper software, if you wish to use it. If you do, just import this file into Tax Forms Helper and then follow their instructions to print 1099s and electronically file with the IRS.