

## **Q & A from 1099 Refresher Webinar (12/9/2014)**

**Q1- Do we need to let ftwilliam.com know if we're using the fulfillment service in advance?**

**A1- No.**

**Q2- Why would we want to bring forward participants?**

**A2- The "Bring Forward" option will save you time if you have the same payees from the prior year. This is entirely optional; you do not need to bring forward the prior year data if you do not want to do so.**

**Q3- Can we only bring forward the Payer information and not the participant data? I want to pull forward only the client info - not the participant information since we will be paying different participants this year. I believe the overwrite feature may take care of my question. We will pull the participants forward from last year and then overwrite the data on this step? I only want the employer data pulled forward.**

**A3- The Payer data is automatically populated from the prior year, so you will not need to bring the data forward, as it will already display.**

**Q4- So the bring data from prior year is NOT going to bring forth all the company/plan data, that has to be done through the spreadsheet upload feature?**

**A4- Yes and no. The bringing forward of Payer data (not company/plan data) is done automatically and does not have to be done through a spreadsheet upload. The "Bring Forward Payee" option will only bring forward the following information from the prior year: general Payee information (name, street address, SSN), distribution codes, state, state ID number and the account number (if present).**

**Q5 - If we have the Payer data already imported prior to the release of the 2014 1099R, will that information already be there, or do we need to re upload the information?**

**A5- If the Payer data is already present (due to a prior year record in existence), the data automatically rolls forward to the current year.**

**Q6 - In column 2 of the spreadsheet for plan #, is each participant a new plan #?**

**A6- For the Payee upload spreadsheet based on EIN/PN, each payee would be listed with the same PN if multiple payees are associated with the same plan. For example, if John Doe and Jane Doe are both associated with Company A/Plan A (EIN 12-3456789; PN 001), they would both have listed on their spreadsheet "12-3456789" in the "EIN" column and "001" in the "Plan Number" column. Please remember to group payees you add to the spreadsheet based on their EINs and PNs. However, if John Doe is associated with Company A/Plan B (EIN 12-3456789; PN 002) as well, you would list "12-3456789" in the "EIN" column and "002" in the "Plan Number" column. \*\* If the spreadsheet appears to format a PN of "001" to "1," the system will still know the PN is "001."**

4	Company EIN	Plan Num	Corrected	Indicate e	SSN or EIN	Office Coc	Enter the	Enter the	If there is	Enter the	Enter the	Enter the	Enter the	1 will check
5	EIN	PN	Corrected	PartTINTy	PartTIN	PartOffice	PartFirstN	PartLastN	PartName	PartAddr	PartCity	PartState	PartZip	PartForeign
6	12-3456789		1	SSN-ITIN	000-11-01	1234	John	Doe		101 State	Madison	WI	54302	0
7	12-3456789		1	SSN-ITIN	123-45-67	99988290	Jane	Doe		700 Anywi	Milwauke	WI	53233	0
8	12-3456789		2	SSN-ITIN	000-11-01	1234	John	Doe		101 State	Madison	WI	54302	0

**Q7- If we have corrections, do we start a new spreadsheet or do we correct the original spreadsheets?**

**A7-** We recommend using the “Create Correction for Payee” process found on the filed 1099R for the Payee, to complete corrections, especially if you have used our fulfillment service. If you upload a spreadsheet of your corrected payees, may cause issues with creating duplicate records or possibly overwriting existing data.

<https://www.ftwilliam.com/djKlumIZlvmjgBE599Eo3NuoAeIU5LAzbx2Xs/help/Instructions/1099UserGuide.html#1099Corr>

**Q8- If we upload payee data using the EIN does the TIN appear on the 1099R? This was a bit confusing. I am assuming that the EIN belongs to the Employer and that the TIN belongs to the PLAN.**

**A8-** Yes. The EIN/PN upload option is helpful to use if you have multiple plans that use the same TIN. The TIN will still display on the 1099R, as what is entered as the TIN on the “Edit Payer Data” screen is what will populate the 1099R. It is important to note that you should complete the Payer upload prior to completing your Payee upload, to ensure the Payer TIN is populating on the “Edit Payer Data” screen.

**Q9 - Does masking the TIN only mask the payee copies? Or all versions? (payer, etc.).**

**A9-** The TIN Masking option allows you to mask the Payee’s TIN/SSN on the Payee copies (Copy B/C/2) and/or the Payer copy (Copy D). Please note that only Designated Admins or the Master User on the account will be able to access the TIN Masking option, as this is a global change that impacts all plans.

**TIN Masking**

If you enable TIN masking, all but the last 4 digits of the payee's TIN/SSN will be masked.

Enable TIN Masking on Payee Copies:

Enable TIN Masking on Payer Copies:

**Q10- After we upload payer data, must we include payee data for all payers?**

**A10-** Once you have uploaded your Payer data, you do not need to upload your Payee data if you do not wish to do so. After your Payer data is uploaded, you will certainly be able to manually add your Payee data to create the 1099s.

**Q11- If we use the fulfillment service will we need to send out anything besides the State Form (if applicable)?**

Questions? Contact [support@ftwilliam.com](mailto:support@ftwilliam.com) or 800-596-0714.

**A11-** When using ftwilliam.com's fulfillment service, you will be able to select whichever fulfillment service option you would like: Federal/State/Payee, Federal/State, Federal/Payee, Federal, Payee, or Payer. For example, if you select the Federal/State/Payee option, the 1096/Copy A will be electronically filed with the IRS, the 1096/Copy A equivalent will be electronically filed with the State and Copy B/C/2 will be printed and mailed to the Payee. If using our State fulfillment service, you will need to be responsible for any additional State forms the respective State may require. Please note that it is up to the preparer of the 1099 or the 1099 batch to ensure the form(s) completed or included in the batch are correct and complete.

[http://www.ftwilliam.com/Docs/ftw1099\\_fulfillment\\_pricing.pdf](http://www.ftwilliam.com/Docs/ftw1099_fulfillment_pricing.pdf)