

Before You Begin



If you have not already done so, acquire the appropriate form stock and set the appropriate parameters in the (LHN) Payroll/Personnel Parameters screen. For more information, see [Preparing to Print 1099s and W-2s in December FAQ](#). (For printing 1099s on DDMSPLUS®, see [Printing 1099 Forms in DDMSPLUS.](#))

You must also ensure that all contract laborers have vendor numbers entered in the Acct # box in the Vendor Master tab. If you do not do this, the ID does not display on the 1099.

Due to IRS changes to the 1099 in 2022, the year does not print on the form. After printing, you must handwrite the year on the printed form.

Printing 1099 Forms

Note: Set your printer to 60 lines per page.

1. From the Master Menu, double-click  . The Personnel Menu opens.
2. From the Personnel Menu, double-click  . The text-based (V) Personnel/Payroll Reports screen opens.
3. At the Enter Requested Function prompt, type **D**.
4. In the Print State and Fed Reports Type field, type **4**.
5. At the Print 1099-MISC or 1099-NEC Form prompt, type **M** to print the Misc form or type **N** to print the NEC form.
6. The cursor moves to the Use LYTD for 1099's prompt. You can use this field to reprint 1099s after completing vendor period-end procedures.

If you are printing 1099s and have not completed vendor period-end procedures, type **N** in this field. The YTD Total from the Vendor Account Status tab prints on the 1099.

If you are reprinting 1099s after completing vendor period-end procedures, type **Y**. The amount from the Last Year Total box in the Vendor Account Status tab prints on the 1099.
7. In the Code From and To fields, enter the range of vendor codes to print. If you do not enter a range, the 1099 forms include information for all vendor codes.
8. In the Alignment Form field, type **Y** to print a test form and check the printer's alignment. The vendor information is replaced by asterisks. Type **N** to skip this step.
9. The cursor moves to the Dept From/To fields. Press Enter.

Note: The Dept From/To fields do not apply to contract laborers.



10. In the Only Print Vendors with the Field 1099 Required Checked field, type **Y** to print the vendors who have checked the 1099 Required box in the Vendor RemitTo/Settings tab.
11. In the Printer field, enter the name of the printer to use.
12. In the Copies field, enter the number of copies to print.
13. At the Are You Sure prompt, type **Y** to print the reports. If you printed an alignment form or laser print, repeat Steps 1-10 for each copy that is required in your city and state.

Note: Reset your printer to the default characters per inch or 66 lines per page according to your printer documentation.
