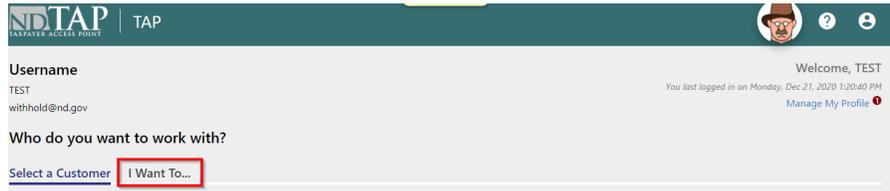


Step-by-Step Instructions

Step 1 Once you login, click on the "I Want To..." tab.

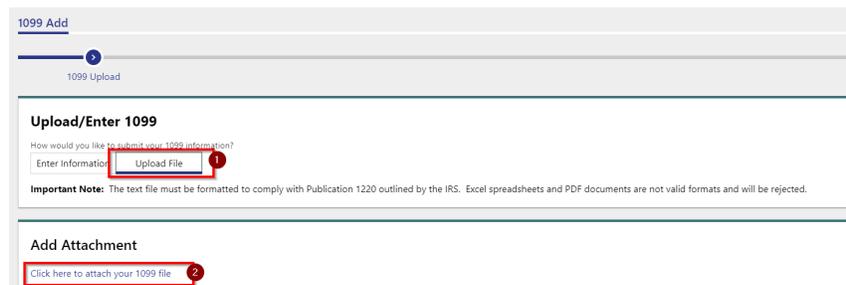


Step 2 Under the 1099s and W-2s file, click "Upload/Enter 1099s".

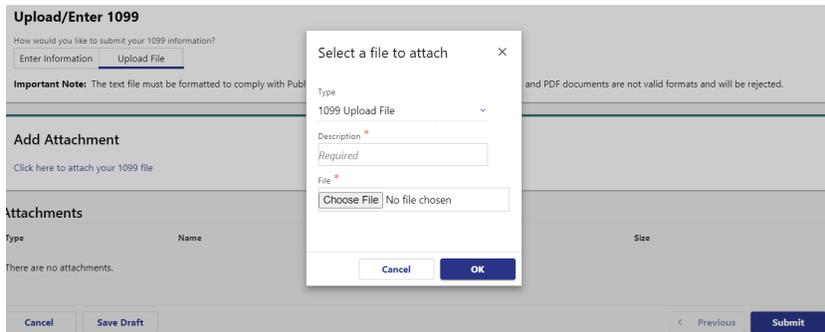


Step 3 If you are uploading a text file of the 1099 information, continue to step 4. If you are keying in the 1099 information, continue to step 6.

Step 4 Click on "Upload File" and then click "Attach your 1099 file".

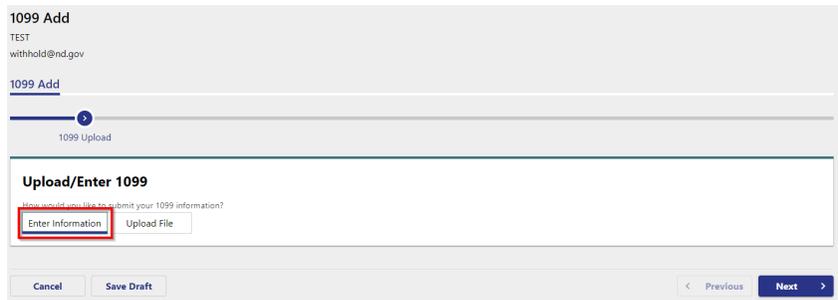


Step 5 Choose your file and click ok. A list of file errors, if any exist, will be displayed under the attachment. Click "Submit". You have successfully submitted your 1099 information to our office. Save the Confirmation Number for your reference.



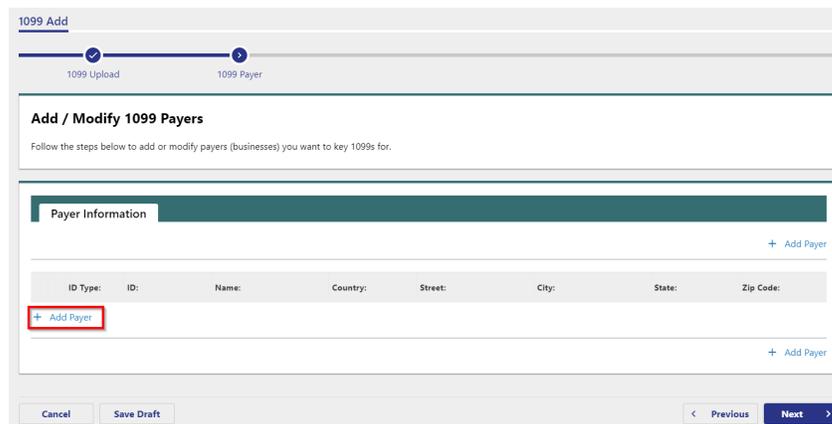
Step 6

Click "Enter Information" and then click "Next".



Step 7

You will need to add the business information of the payer by clicking "Add payer"



Step 8

Select the payer you are filing for. Then, select the filing period and click "Next".

Select a Payer
Select a payer below.
If you want to review the information entered, click the "Previous" button below.

Select	ID:	Name:	Country:	Street:	City:	State:	Zip Code:
<input checked="" type="radio"/>	12-3456789	TEST	USA	600 E BLVD AVE DEPT 127 BISMARCK	NORTH DAKOTA	NORTH DAKOTA	58505

Select Filing Period
Select the filing period to key 1099s for and then click the "Next" button.

Select	Period
<input checked="" type="radio"/>	31-Dec-2020
<input type="radio"/>	31-Dec-2019
<input type="radio"/>	31-Dec-2018

Buttons: Cancel, Save Draft, Previous, Next

Step 9

Select all the forms to be keyed and then click "Next".

Select Forms
Select the forms to be keyed and then click the "Next" button.

Select	1099 Type
<input checked="" type="checkbox"/>	1099-MISC
<input checked="" type="checkbox"/>	1099-NEC
<input type="checkbox"/>	1099-S
<input type="checkbox"/>	1099-R
<input type="checkbox"/>	W-2G
<input type="checkbox"/>	1099-B
<input type="checkbox"/>	1042-S
<input type="checkbox"/>	1099-INT
<input type="checkbox"/>	1099-OID
<input type="checkbox"/>	1099-DIV
<input type="checkbox"/>	1099-PATR

Buttons: Cancel, Save Draft, Previous, Next

Step 10

Key each 1099 form individually, the form will be specific to the option you chose in the prior step. To add another 1099 form, simply click the "Add 1099" button. Once you have added all the forms you need to enter, click "Next". If you get an error, be sure to check that you do not see any red dots next to the tabs on the blue toolbar.

1099 Add

1099 Upload 1099 Payer Select Payer/Filing Period Select 1099 Types 1099-MISC20

1099-MISC
Please click on the "Add 1099-MISC" link to add a new 1099-MISC record. If you wish to proceed without adding a 1099-MISC, please go back and un-check the 1099-MISC box.
Please add a 1099-MISC before moving to the next step!

1099-MISC20 + Add 1099-MISC

1099-MISC20 ID: + Add 1099-MISC X Delete 1099-MISC

Enter information for every 1099-MISC. Click the "Add 1099-MISC" button to create an additional record.
Once information for all records has been entered, click the "Next" button.

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0118	Miscellaneous Income
TEST 600 E BLVD AVE DEPT 127 BISMARCK ND 58505		31-Dec-2020	
PAYER'S TIN	RECIPIENT'S TIN	Form 1099-MISC	Copy 1 For State Tax Department
12-3456789	ID Type ID	1 Rents \$ 0.00 2 Royalties \$ 0.00 3 Other income \$ 0.00 4 Federal income tax withheld \$ 0.00 5 Fishing boat proceeds \$ 0.00 6 Medical and health care payments \$ 0.00 7 Paper made direct sales of \$5,000 or more of consumer products to a buyer (recipient for resale) <input type="checkbox"/> \$ 0.00 8 Substantive payments to a decedent or estate \$ 0.00 9 Crop insurance proceeds \$ 0.00 10 Gross proceeds paid to an attorney \$ 0.00 11 Section 408A deferrals \$ 0.00 12 Section 408A deferrals \$ 0.00 13 Excess golden parachute payments \$ 0.00 14 Nonqualified deferred compensation \$ 0.00 15 State tax withheld \$ 0.00 16 State/Payer's state no. \$ 0.00 17 State income \$ 0.00	
RECIPIENT'S name Recipient Name Line 1 Recipient Name Line 2 (Street address including apt. no.) Street Address City or town, state or province, country, and ZIP or foreign postal code City State or Province ZIP or Postal Code USA Account number (see instructions) Account Number FATCA filing requirement <input type="checkbox"/>		Form 1099-MISC www.irs.gov/Form1099MISC	Department of the Treasury - Internal Revenue Service

Cancel Save Draft < Previous Next >

Step 11

If you have other form types to enter, it will be on the next screen for you to complete. Follow the same steps to add a new form and click "Next" when complete.

1099-NEC ID: + Add 1099-NEC X Delete 1099-NEC

Enter information for every 1099-NEC. Click the "Add 1099-NEC" button to create an additional record.
Once information for all records has been entered, click the "Next" button.

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0118	Nonemployee Compensation
TEST 600 E BLVD AVE DEPT 127 BISMARCK ND 58505		31-Dec-2020	
PAYER'S TIN	RECIPIENT'S TIN	Form 1099-NEC	Copy 1 For State Tax Department
12-3456789	ID Type ID	1 Nonemployee compensation \$ 0.00 2 \$ 3 \$ 4 Federal income tax withheld \$ 0.00 5 \$ 6 State tax withheld \$ 0.00 7 State income \$ 0.00 8 State/Payer's state no. \$ 9 State income \$	
RECIPIENT'S name Recipient Name Line 1 Recipient Name Line 2 (Street address including apt. no.) Street Address City or town, state or province, country, and ZIP or foreign postal code City State or Province ZIP or Postal Code USA Account number (see instructions) Account Number FATCA filing requirement <input type="checkbox"/>		Form 1099-NEC www.irs.gov/Form1099NEC	Department of the Treasury - Internal Revenue Service

Step 12

On the summary page, confirm that the correct number of records were entered. If it is correct, check the box at the bottom to confirm.

1099 Add 31-Dec-2020
TEST
withhold@nd.gov

1099 Add

Payer Select Payer/Filing Period Select 1099 Types 1099-MISC20 1099-NEC Review 1099 Summary

Review 1099 Summary
1099 Summary Information for TEST (123456789)
Period Ending: 12/31/2020

Review the following summary of the 1099s entered to ensure they are complete and accurate.

Total 1099-MISC Records:	1
Total 1099-NEC records:	1

Confirm
 checking this box I declare I have examined the 1099s and to the best of my knowledge and belief the information is true, correct, and complete.

Cancel Save Draft < Previous Submit >

Step 13

Once the box is checked, the contact details will show up below to complete. Enter your name and title in the required boxes. Verify your email and phone number are correct. Click "Submit".

By checking this box I declare I have examined the 1099s and to the best of my knowledge and belief, the information is true, correct, and complete.

Contact Details

Enter the following contact information and click the "Submit" button at the bottom of the page.

Name *	Title *
<input type="text" value="Required"/>	<input type="text" value="Required"/>
Email	Phone
<input type="text" value="withhold@nd.gov"/>	<input type="text" value="(701) 328-1248"/>

Step 14

You have successfully submitted your 1099 information to our office. Save or print the Confirmation Number for your reference.

Confirmation

Your Request Has Been Submitted

The following is a summary of your request, which will be processed within 5 business days. You will receive an email when your request is processed.

Submission Information

Submission:	1099 Add
Confirmation #:	1-220-663-808
Submitted:	1/4/2021 9:23:08 AM

If you have any questions regarding this request, please contact our office by email at taxregistration@nd.gov or by phone at 701.328.1241 and reference the confirmation number identified above.