

# WolfePak Software

## 1099 Year-End Reporting

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....*Summary*

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# 1099 Updates

The last couple of years has seen a lot of changes not only to the way we live and accomplish our daily tasks but also to our year end reporting. Thankfully, those changes seem to have slowed down. As you will recall, at the end of 2020, the IRS reintroduced a retired form – the **1099-NEC!**

Here is a recap for you: The IRS added more boxes to fill in from the previous form. The 1982 version had one box only for non-employee compensation. The other boxes on the form were for recipient identification.

The IRS brought it back when CONGRESS passed the PATH Act of 2015. In the process, they also changed the mailing due dates of the 1099-MISC. Basically, if there was an amount in box 7, it was due January 31. If there is no amount in box 7, it was due February 28<sup>th</sup>. Then there was the electronic file that was due April 1 only if there's no box 7 amount. What the American public had to deal with was the same form with two different due dates. That was sticky enough for submission purposes but then the IRS computers were experiencing software problems. Their system couldn't handle the application of two different due dates to a batch of 1099-MISC forms submitted at the same time. The answer to this confusion for the IRS and the public was to revive the 1099-NEC.



For year-end 2021, there are only a couple of minor changes. One change is the name of the 1099-MISC form. Its name changed from Miscellaneous Income to Miscellaneous Information. You will notice that the 1099-NEC prints three copies per page. We have also programmed the 1099-NEC to have the Combined Federal/State Filing this year.

## Filing Methods/Dates:

These dates are important to keep in mind when speaking to clients. The deadlines are not negotiable with the IRS unless an extension is filed. Without an extension, late submission could result in fines and penalties incurred by the client.

	Recipient Deadline	Paper Filing Deadline	E-Filing Deadline
1099-MISC (No data in boxes 8 or 10)	January 31, 2022	By February 28, 2022	March 31, 2022
1099-MISC (With data in boxes 8 or 10)	February 15, 2022	By February 28, 2022	March 31, 2022
1099-NEC	January 31, 2022	January 31, 2022	January 31, 2022
1099-INT	January 31, 2022	By February 28, 2022	March 31, 2022
1099-DIV	January 31, 2022	By February 28, 2022	March 31, 2022
1099-B	February 15, 2022	By February 28, 2022	March 31, 2022
1099-R	January 31, 2022	By February 28, 2022	March 31, 2022
1099-S	February 15, 2022	By February 28, 2022	March 31, 2022
1098	January 31, 2022	By February 28, 2022	March 31, 2022
1042	March 15, 2022	March 15, 2022	March 15, 2022
DR21-W	By March 1, 2022	By March 1, 2022	By March 1, 2022

# Important things to know about electronic filing:

## What is the IRS **FIRE** System?

The IRS FIRE System provides the ability for certain information returns to be filed electronically via a transmittal file (**Forms 1099, 1098, and 1042**). FIRE stands for “**Filing Information Returns Electronically**.” It saves time and money. Electronic filing takes care of the client’s reporting responsibility to the IRS. It **DOES NOT** relieve them of their obligation to the recipients (i.e., owners, vendors). The recipient forms must still be mailed out by the client.

## What is needed to file electronically?

1. **Authorization:** Submit Form 4419 by November 1 to be able to file electronically. It could take up to 45 days to process this form. The earlier this form is filed, the better.
2. **A Transmittal Control Code (TCC):** Once Form 4419 is approved by the IRS, a TCC will be assigned to the company on Form 4419 and mailed to the address on the same form.

## Do I have to file electronically?

*Maybe....*

If the client has more than **250 of any one type of information return** then they must file electronically. In addition, this requirement is per entity; not all entities collectively.

**FYI:** There may be a change on this requirement for the 2022 tax year. The requirement of 250 as the guide for electronic filing may be reduced. The IRS stated that if there is a change, they will post it on [www.irs.gov](http://www.irs.gov).

Filing electronically saves the purchase of the IRS preprinted “red” forms for the client. In addition, the 1096 for the IRS is included in the electronic file which saves the purchase and generation of that form as well.

If the client files paper forms with the IRS, they will need to purchase the IRS preprinted forms for each type of information return being filed. In addition, each return being filed will need to also include the corresponding IRS preprinted 1096 form. It is always a good practice to buy a few extra of the 1099 information form as well as the corresponding 1096 forms in case of errors.

The **WolfePak Forms Department** ([forms@wolfepak.com](mailto:forms@wolfepak.com)) can efficiently handle form needs and purchases as well as ensure the proper amount needed is ordered.

## WolfePak's 1099 Module

WolfePak has the ability to handle many of our client's necessary year end form submissions required by the IRS. The 1099 Module is designed to handle the reporting requirements for the 1099-MISC, 1099-NEC (New for the 2020 tax year), 1099-B, 1099-R, 1099-S, 1098, 1099-INT, 1099-DIV, 1042-S, and DR-21W.

### Some Things to Keep in Mind:

1. Any data extracted into the 1099 module can be modified via the system's Payee/Recipient Maintenance screen. However, for the forms that have extract options: **manual changes to the payee/ recipient maintenance are not recommended. Should a new extract be needed, manual changes are not saved.** The details should be changed in WolfePak, and then, a new extract of the data performed.
2. **Customer Success does not give tax advice to our clients. All tax related questions should be answered by a tax professional (CPA or Tax Accountant).**

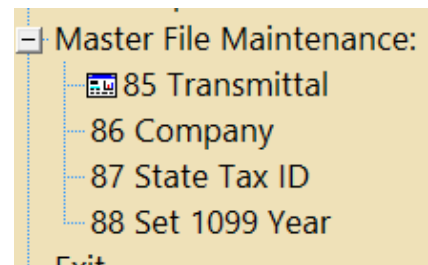
Once the client knows what and how 1099 information should be reported, we can assist them in accomplishing that reporting in WolfePak.

## Master File Maintenance

As in every WolfePak module, the Master File Maintenance must be set up. The idea is for this to be a one-time setup. Certainly, there may be changes that may take place occasionally but the majority of the information should remain the same.

All Master File Maintenance items should be setup prior to the 1099 extract process.

**Note:** The Transmittal menu option only pertains to the clients that will be creating/filing electronic transmittal files. All other options are necessary for all clients.



### Master File Maintenance >Transmittal

If the client will be transmitting the 1099's electronically, they will need to fill out and/or verify the information on the 1099 Transmittal Maintenance. Make sure you enter the company's Transmitter Control Code (TCC) - This is the code assigned by the IRS upon their receipt of your Form 4419 Application for Filing Information Returns on Magnetic Media. Users who are submitting the 1042-S will need to file for a separate 1042 TCC number and enter this in the 1042 TCC: box on the 1099 Transmittal Maintenance.

FYE21 FYE 2021		1099 Transmittal Maintenance	
<b>Transmitter:</b>			
Tax ID Number:	<input type="text"/>	1042 TCC:	<input type="text"/>
		TCC:	<input type="text"/>
Name:	<input type="text" value="WOLFEPAK YEAR END 2021 TEST COMPANY AND"/>		
Name (cont):	<input type="text" value="LIMITED LIABILITY CORPORATION"/>		
<b>Correspondence to be sent to:</b>			
Name:	<input type="text" value="WOLFEPAK YEAR END 2021 TEST COMPANY"/>		
Name (cont):	<input type="text"/>		
Address:	<input type="text" value="2901 S. First St."/>		
City:	<input type="text" value="Abilene"/>		
State:	<input type="text" value="TX"/>	Zip:	<input type="text" value="79605-"/> <input type="checkbox"/> Foreign Address
<b>Contact if problems are encountered with file:</b>			
Name:	<input type="text" value="JOHN SMITH"/>		
Phone:	<input type="text" value="(325)677-1543"/>	Ext:	<input type="text"/>
E-mail:	<input type="text" value="support@wolfepak.com"/>		
<u>Chg</u>	Cancel	Save	<u>M</u> enu

### Master File Maintenance > Company Maintenance

Verify that the information on the 1099 Company Maintenance screen is correct. This information will print in the Payer section of the 1099. If filing the 1042-S, Department Title will need to be populated.

**Name Control - [Magnetic Reporting Only]** The Payer Name Control can be obtained from the mailing label on the Package 1099 that is mailed to most payers on record each December. Names of less than (4) four letters should be left justified. If you have not received a Package 1099 or you do not know your Payer Name Control, this field should be left blank since it is not a required field.

FYE21  
FYE 2021

### 1099 Company Maintenance

Extract ID:  Extract ID should normally be blank. If you need to setup multiple Tax IDs, you should use a different Extract ID for each.

Payer's Tax ID#:  (Enter Payer's Tax ID with dashes! )

Employer ID # (EIN)  (Only Required if Filing 1042)

Name Control

Name:

Name (cont):

Shipping Address:

City:  State:  Zip:

Contact Information:

Name:

Dept. Title:  (Only Required if Filing 1042)

E-mail:

Phone:  Ext:

Fax Number:

[Add](#)   [Chg](#)   [Del](#)   [Find](#)   [1st](#)   [Prior](#)   [Next](#)   [End](#)   [Cancel](#)   [Save](#)   [List](#)   [Menu](#)

## Master File Maintenance > State Tax ID

Enter your company's tax ID # for each state you will be submitting a 1099 to. Click on "Add" at the bottom of the screen and enter in the state abbreviation and the applicable Tax ID number respectively.

FYE21  
FYE 2021

### State Tax ID Maintenance

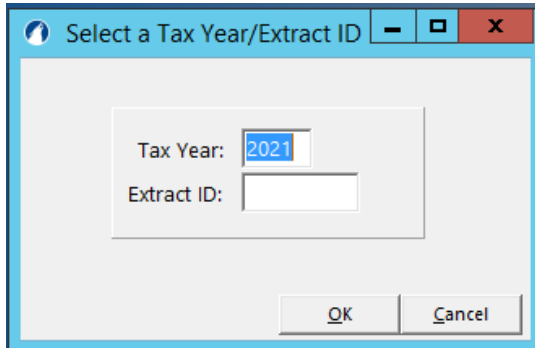
Drag a column header here to group by that column

State	Tax ID
CO	
KS	
KY	75-1234567
MN	
NM	76-9876543
NV	
OK	66-6456789
TX	
VI	

[Add](#)   [Chg](#)   [Del](#)   [1st](#)   [Prior](#)   [Next](#)   [End](#)   [Cancel](#)   [Save](#)   [Menu](#)

## Master File Maintenance > Set 1099 Year

The Extract ID option is used only when one set of books contains more than one entity's 1099 information. This is very rare occurrence and not an option that clients would typically include as a part of their initial 1099 module setup.



Select a Tax Year/Extract ID

Tax Year: 2021

Extract ID:

OK Cancel

**BONUS INFO:** WolfePak automatically rolls the 1099 Tax Year forward in October.

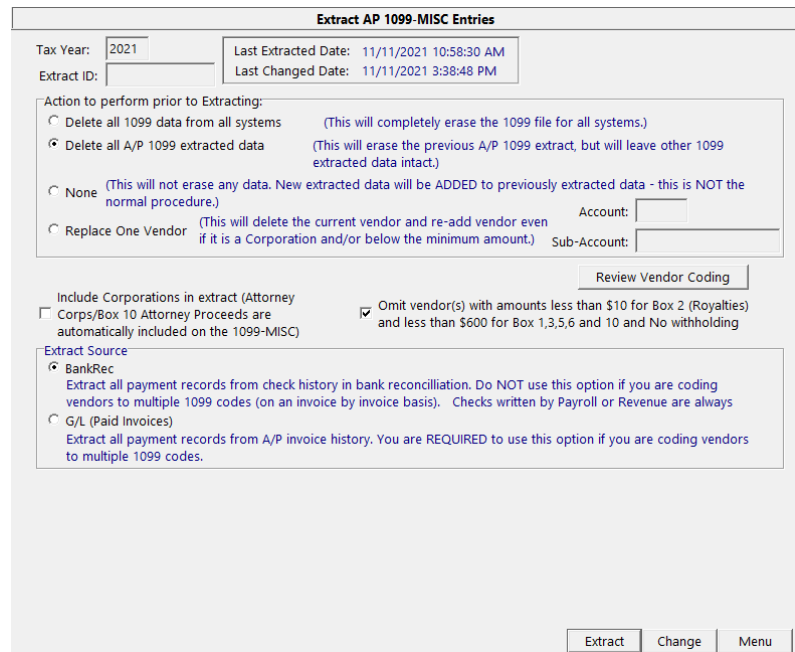
## 1099 Miscellaneous Section

### Extract AP 1099's

The AP 1099 extract works as it always has to report vendor payments as non-employee compensation. The difference is that instead of the extracted populating the 1099-MISC Payee Maintenance, it now populates the 1099-NEC Payee Maintenance. All other options still work as they have in the past.

### Vendors that typically receive a 1099-MISC (Tax Class):

- Individual/Sole Proprietor/Single LLC
- Partnership
- Trust/Estate
- LLC-Partnership
- Other



Extract AP 1099-MISC Entries

Tax Year: 2021 Last Extracted Date: 11/11/2021 10:58:30 AM

Extract ID: Last Changed Date: 11/11/2021 3:38:48 PM

Action to perform prior to Extracting:

- Delete all 1099 data from all systems (This will completely erase the 1099 file for all systems.)
- Delete all A/P 1099 extracted data (This will erase the previous A/P 1099 extract, but will leave other 1099 extracted data intact.)
- None (This will not erase any data. New extracted data will be ADDED to previously extracted data - this is NOT the normal procedure.)
- Replace One Vendor (This will delete the current vendor and re-add vendor even if it is a Corporation and/or below the minimum amount.) Account: Sub-Account:

Review Vendor Coding

Include Corporations in extract (Attorney Corps/Box 10 Attorney Proceeds are automatically included on the 1099-MISC)

Omit vendor(s) with amounts less than \$10 for Box 2 (Royalties) and less than \$600 for Box 1,3,5,6 and 10 and No withholding

Extract Source

- BankRec  
Extract all payment records from check history in bank reconciliation. Do NOT use this option if you are coding vendors to multiple 1099 codes (on an invoice by invoice basis). Checks written by Payroll or Revenue are always
- G/L (Paid Invoices)  
Extract all payment records from A/P invoice history. You are REQUIRED to use this option if you are coding vendors to multiple 1099 codes.

Extract Change Menu

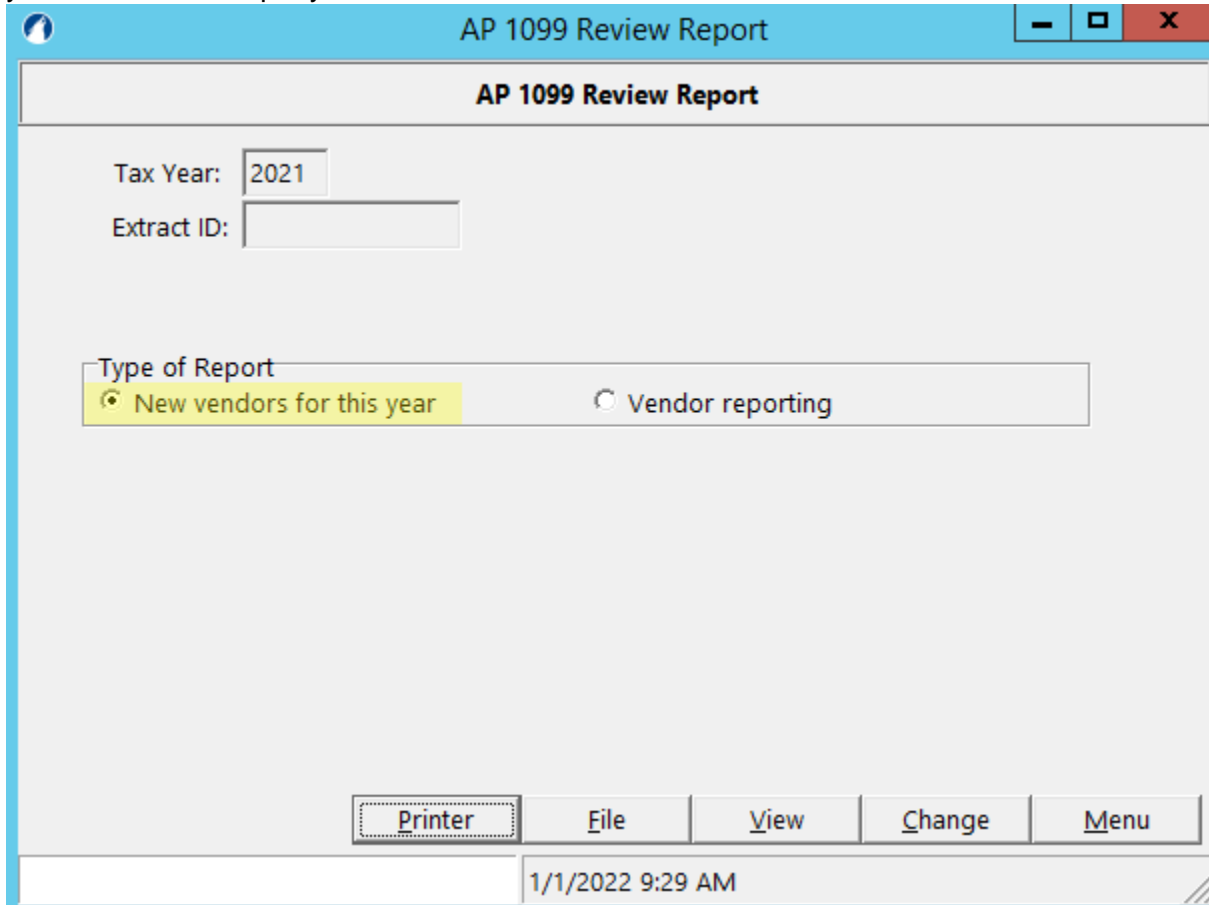


**Review Vendor Coding:**

The Review Vendor Coding Reports are not Extract Review Reports. They are meant to provide the client information in regards to who and what dollar amounts will be reported. This allows the client to make sure that the vendors are marked correctly and have tax id numbers, etc.

There are two options to choose from: “New Vendors For This Year” and “Vendor Reporting”.

The first option, “New Vendors for this Year” will provide a list of only new vendors for the tax year set in the Company Maintenance.



12/07/2021 11:15 am  
Company:FYE21

FYE 2021  
AP 1099 Review Report for Calendar Year 2021  
New Vendors for 2021+.

Page 1

\*1099: Currently 5 tax classes do not normally get a 1099: C Corp, S Corp, LLC-Corp, LLC-S Corp, States/Gov/Tax-Exempt Org. F - Vendor was added after the 1099 Year

Vendor #	Vendor Name	New 2021?	Tax ID	Tax Class	1099 Box	1099* Y/N	If Extracted via Bank Rec	If Extracted via G/L (Paid Invoices)		
								Reported	Not Reported	
20/BETH	TEST Vendor	Y	Y (SSN)	Individual/Sole Prop/Sin	NEC-1	DL	100.00	100.00	0.00	
Total: 1 vendors.								100.00	100.00	0.00

**Vendor Reporting:**

This option provides four different reports: Vendors Being Reported, Vendors Coded as Corporations, Not Reported Due to Coding, and Less than \$10 (Royalties, Box 2) or \$600 Boxes 1, 3, 5, 6, 7, or 14 and \$) W/H.

**AP 1099 Review Report**

**AP 1099 Review Report**

Tax Year:

Extract ID:

Type of Report

New vendors for this year       **Vendor reporting**

Print Vendors that are:

Being Reported

Vendors coded as Corporations

Not Reported due to coding

Less than:  
 \$10 - Box 2 (Royalties), and  
 \$600 - Box 1,3,5,6,7 or 14 and \$0 W/H

1/1/2022 9:30 AM

**Vendors Being Reported:** This report provides a list of the vendors and 1099 totals that will be reported based on 1099 and Tax Class settings:

FYE 2021  
 AP 1099 Review Report for Calendar Year 2021  
 Vendors being Reported based on 1099 Setting and Amount

The amounts used to determine the reporting limits are the 'Extract via Bank Rec' numbers.

\*1099: Currently 5 tax classes do not normally get a 1099: C Corp, S Corp, LLC-Corp, LLC-S Corp, States/Gov/Tax-Exempt Org. F - Vendor was added after the 1099 Year

Vendor #	Vendor Name	New 2021?	Tax ID	Tax Class	1099 Box	1099* Y/N	If Extracted via Bank Rec	If Extracted via G/L (Paid Invoices)	
								Reported	Not Reported
20/ABEKAT	Kathy Abernathy	N	Y (SSN)	Individual/Sole Prop/Sin	NEC-1	Y	50,000.00	50,000.00	0.00
20/ABCHAU	ABC Hauling Co.	N	Y (EIN)	Partnership	NEC-1	Y	35,366.10	35,366.10	0.00
20/BIGCOU	Big Country Electric	N	Y (SSN)	Individual/Sole Prop/Sin	NEC-1	Y	4,325.67	4,325.67	0.00
20/ABICON	Abilene Consulting Company	N	N ( )	Individual/Sole Prop/Sin	NEC-1	Y	3,250.00	3,250.00	0.00
Total: 4 vendors.							92,941.77	92,941.77	0.00

**Vendors Coded as a Corporation:** Typically, corporations do not receive 1099's. However, the client does have that option on this screen to send 1099's to corporations if they wish. This option is found in the middle of the AP Extract screen.

Include Corporations in extract (Attorney  
 Corps/Box 14 Attorney Proceeds are automatically included regardless)

The "Vendors Coded as a Corporation" report allows the client to review and make any necessary changes prior to extract.

12/07/2021 11:15 am  
 Company:FYE21

FYE 2021  
 AP 1099 Review Report for Calendar Year 2021

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Vendors coded as Corporation.

\*1099: Currently 5 tax classes do not normally get a 1099: C Corp, S Corp, LLC-Corp, LLC-S Corp, States/Gov/Tax-Exempt Org. F - Vendor was added after the 1099 Year

Vendor #	Vendor Name	New 2021?	Tax ID	Tax Class	1099 Box	1099* Y/N	If Extracted via Bank Rec	If Extracted via G/L (Paid Invoices)	Reported	Not Reported
20/WTUAB	West Texas Utilities	N	N ( )	C Corporation	DR	N	45,626.17	0.00	45,626.17	
20/ARDSUP	Ardmore Supply	N	N ( )	C Corporation	DR	N	33,767.16	0.00	33,767.16	
20/ALLSTA	Allstate Insurance	N	N ( )	C Corporation	DR	N	30,869.68	0.00	37,537.10	
20/NEWMEX	State Of New Mexico - Taxation & Revenue	N	N ( )	C Corporation	DR	N	27,706.53	0.00	27,706.53	
20/ABCPUL	ABC Pulling Unit Service	N	Y (EIN)	C Corporation	NEC-1	N	25,815.50	0.00	25,815.50	
20/SALWAT	Salt Water Haulers, Inc.	N	N ( )	C Corporation	DR	N	18,857.57	0.00	18,857.57	
20/ABCTES	ABC Testing Company	N	Y (EIN)	C Corporation	NEC-1	N	16,559.30	0.00	16,559.30	
20/ABCICHE	ABC Chemical & Supply	N	Y (EIN)	C Corporation	NEC-1	N	13,462.10	0.00	13,462.10	
20/OKLTAX	Oklahoma Tax Commission	N	N ( )	C Corporation	DR	N	12,275.99	0.00	12,275.99	
20/BIOWIR	Bio Wireline Services	N	N ( )	C Corporation	DR	N	5,750.00	0.00	5,750.00	
20/ABICOU	Ablene Country Club	N	N ( )	C Corporation	DR	N	5,266.35	0.00	5,266.35	
20/ABISUP	Ablene Supply Co.	N	N ( )	C Corporation	DR	N	5,052.30	0.00	5,052.30	
20/GULENG	Gulf Coast Engineering	N	N ( )	C Corporation	NEC-1	N	4,525.00	0.00	4,525.00	
20/SWBELL	Southwestern Bell Telephone	N	N ( )	C Corporation	DR	N	3,601.57	0.00	3,601.57	
20/USPOST	U. S. Post Office	N	N ( )	C Corporation	DR	N	2,590.00	0.00	2,590.00	
20/SAVEON	Save On Office Supplies	N	N ( )	C Corporation	DR	N	2,230.66	0.00	2,230.66	
20/AUTREP	The Auto Repair Shop	N	N ( )	C Corporation	DR	N	2,128.25	0.00	2,128.25	
20/ABCSUR	ABC Surveying	N	Y (EIN)	C Corporation	NEC-1	N	1,840.00	0.00	1,840.00	
20/MERLYN	Merrill Lynch	N	N ( )	C Corporation	DR	N	1,715.80	0.00	1,715.80	
20/PR0001	Darla Turner	N	N ( )	C Corporation	NEC-1	N	1,375.00	0.00	250.00	
20/IRS	Internal Revenue Service	N	N ( )	C Corporation	DR	N	383.01	0.00	383.01	
20/UNIWAY	United Way	N	N ( )	C Corporation	DR	N	200.00	0.00	200.00	
20/ZZMISC	Miscellaneous Vendor	N	N ( )	C Corporation	NEC-1	N	182.51	0.00	182.51	
Total: 23 vendors.							261,580.45	0.00	267,122.87	

**Vendors Not Reported Due to Coding:** This report allows for a review of vendors that will not receive a 1099 due to their tax setting on their sub-account maintenance.

12/07/2021 11:15 am  
 Company:FYE21

FYE 2021  
 AP 1099 Review Report for Calendar Year 2021

Page 1

Vendors Not Reported due to Coding.

\*1099: Currently 5 tax classes do not normally get a 1099: C Corp, S Corp, LLC-Corp, LLC-S Corp, States/Gov/Tax-Exempt Org. F - Vendor was added after the 1099 Year

Vendor #	Vendor Name	New 2021?	Tax ID	Tax Class	1099 Box	1099* Y/N	If Extracted via Bank Rec	If Extracted via G/L (Paid Invoices)	Reported	Not Reported
20/SMIOIL	Smith Oilfield Repair Services	N	N ( )	Individual/Sole Prop/Sin	DR	N	328,668.75	0.00	328,668.75	
20/BLAOPE	Black Operating Company	N	N ( )	Other	DR	N	12,000.00	0.00	12,000.00	
20/JAMCON	Comer R James	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	9,000.00	0.00	9,000.00	
20/WHIBIL	Bill R White	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	7,200.00	0.00	7,200.00	
20/PAYAND	Andy J Payne	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	5,400.00	0.00	5,400.00	
20/BLATIM	Timothy L Blair	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	5,364.00	0.00	5,364.00	
20/DEARIC	Richard D Dearman	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	1,600.00	0.00	1,600.00	
20/ATT	AT&T	N	N ( )	Individual/Sole Prop/Sin	DR	N	1,317.89	0.00	1,317.89	
20/WOLMIC	Michael Wolmack	N	Y (SSN)	Individual/Sole Prop/Sin	DR	N	621.00	0.00	621.00	
20/CITABI	City of Abilene	N	N ( )	Individual/Sole Prop/Sin	DR	N	70.00	0.00	70.00	
Total: 10 vendors.							371,241.64	0.00	371,241.64	

**Vendors with Amounts Less than \$10 Royalty and \$600 Working:**

This report provides a list of vendors that do not meet the reporting limits along with the amount paid for review purposes. These vendors can be omitted from the extract by selecting the option found on the Extract AP Screen.

Omit vendor(s) with amounts less than \$10 for Box 2 (Royalties) and less than \$600 for Box 1,3,5,6 and 10 and No withholding

12/07/2021 11:15 am Company:FYE21		FYE 2021						Page 1	
AP 1099 Review Report for Calendar Year 2021									
Vendors with Amounts less than \$10.00 - Box 2 (Royalties) and \$600.00 - Box 1, 3, 5, 6, 7 or 14 and \$0 W/H									
The amounts used to determine the reporting limits are the 'Extract via Bank Rec' numbers.									
*1099: Currently 5 tax classes do not normally get a 1099: C Corp, S Corp, LLC-Corp, LLC-S Corp, States/Gov/Tax-Exempt Org. F - Vendor was added after the 1099 Year									
Vendor #	Vendor Name	New 2021?	Tax ID	Tax Class	1099 Box	1099 Y/N	If Extracted via Bank Rec	If Extracted via G/L (Paid Invoices)	
20/PR0002	Penelope Hurd	N	Y (SSN)	Individual/Sole Prop/Sin	NEC-1	DL	581.35	105.70	0.00
20/BETH	TEST Vendor	Y	Y (SSN)	Individual/Sole Prop/Sin	NEC-1	DL	100.00	100.00	0.00
Total: 2 vendors.							681.35	205.70	0.00

**Other AP Extract Options**

**Action to perform prior to Extracting:**

- A. Delete all 1099-MISC data from all systems-** Selecting this option will delete all 1099-MISC AP, Revenue, and G/L data that has been extracted. **This option is rarely used.**
- B. Delete all A/P 1099-MISC extracted data –** Selecting this option will erase any previously extracted 1099-MISC data, but will not erase extracted data from Revenue or G/L extracts. **This is the default option and the most commonly used.**
- C. None –** Selecting this option will not erase any data from the A/P, Revenue, or G/L systems. Instead, this option will add newly extracted data to previously extracted data. **This option is rarely used.**
- D. Replace one Vendor-** Selecting this option will add one vendor, or replace a previously extracted vendor, regardless of Tax class, as long as, the vendor/invoice is not marked Don't Report.

**Extract Source:**

- A. Bank Rec check history file –** Selecting this option extracts transactions based on Check History. This option can only be used if every vendor you are extracting has all transactions coded to the same 1099 Box. Example: Vendor A only has transactions that need to be reported in Box 1. If Vendor A has some entries coded to Box 1 and some coded as Do Not Report, this extract will not work for the client.
- B. G/L (Paid Invoices) -** Selecting this option will extract the payments from A/P Invoice history. This is the required method if a vendor has multiple 1099 codes.

This information can be reviewed via the Sub-Account Maintenance > Chg 1099-Misc/NEC Box for Invoices:

FYE21  
FYE 2021

### Sub-Account Maintenance

Sub-Table:  [Vendors](#) [View Change History](#) [Print W-9 Letter](#)

Sub-Account:

Name:

Name #2:

Address 1:

Address 2:

City:  State:  **TEXAS** Region:

Zip Code:

**A/P Options** | A/P Coding | Insurance | ACH | Contact Info | Active Dates | Notes | Documents

**General**

OK to Pay?

Yes - pay

No - don't pay

Monthly

Check per entry

Duplicate Checking

Check Invoice #

Check Invoice Amt

Duplicate Check Inquiry

Compute Due Date by

Use company default  Number

Add number to invoice date

Subtract number from invoice date

Number = day of the next month

Duplicate previous entry

Discount Terms

Type  Pct

Check Memo Description: Bill to Sub-Account:

Re:

[Invoice History](#) [Print WC Letter](#)

**1099 Options**

Tax ID Type

SSN  EIN  ITIN  Has W-9

Tax ID

Tax Class

1099-MISC/NEC Box for A/P:

Vendor can be coded to multiple 1099 boxes.

Different 1099 Address:

[Edit](#)

[Chg 1099-MISC/NEC Box for Invoices](#)

Add   Chg   Del   Find   1st   Prior   Next   End   Cancel   Save   List   Utilities   Menu

## Extract Revenue 1099's

**Revenue 1099's:** This menu item extracts transactions from the **revenue check history file**, not from the general ledger. The user must define the AR accounts to perform the extract for. Limiting the accounts incorrectly will result in owners not being included in the extract and possibly not reported.

**Change Account(s) to be extracted from Revenue History-** In order to extract 1099-Misc Revenue information, the Owner A/R accounts must be defined. Check the box for each Interest type that should be included in the extract. The “Extract ID” is typically left blank. However, if each AR account is tied to a different reporting tax ID, then the Extract ID is used to distinguish which Tax ID to tie the extracted 1099 to.

Account	Description	WI	ORI	ROY	Extract ID
1200	Accounts Receivable - JIB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1210	A/R - NM Four Partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1211	A/R - OK Four Partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1230	A/R - Revenue ACH Clearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1250	Accounts Receivable - Del. Int	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1260	Notes Receivable 1031 Exchang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### **Action to perform prior to Extracting:**

- A. Delete all 1099-MISC data from all systems-** Selecting this option will delete all 1099 AP, Revenue, and G/L data that has been extracted. **This option is rarely used.**
- B. Delete all Revenue 1099-MISC extracted data** – Selecting this option will erase any Revenue 1099 extracted data, but will not erase extracted data from A/P or G/L extracts. **This is the default option and the most commonly used.**

**Extract corporations** – Selecting this option will include corporations in the extract. Many clients choose to include Corporations in order to provide the 1099 supporting schedule to all of their owners. Clients are not required to do this, but have found that they field fewer questions from owners when this report has been provided.

**Omit owners with Amounts less \$10 Royalty and less \$600 Working and no withholding** – Selecting this option will omit owners who do not meet reporting minimums.

### **Extract G/L 1099's (under Other 1099/1098 Extracts):**

This is the final type of 1099 extract that WolfePak currently offers. It is used less frequently, and was created for a user that converted mid-year and didn't want to have to combine the 1099 detail from their old software with the 1099 detail in WolfePak.

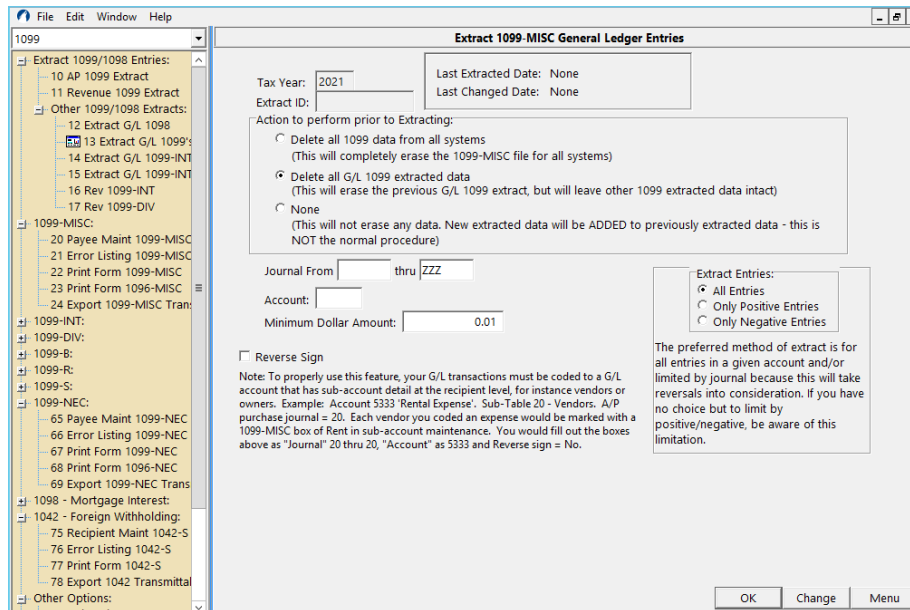
For this extract to work, the expense account(s) that the data is extracting from must be subbed out by vendor or some sort of payee sub-table. Multiple extracts will be needed if the client needs to report on multiple expense accounts. They may use the change account/sub-account option in view/trend if the information wasn't previously subbed to get the extract to work properly.

Ideally, this extract is done for all entries, but it can be done for "Only Positive Entries" or "Only Negative Entries" if narrowing the journal down doesn't exclude the check or invoice (depending on which one the client is using for reporting purposes).

### **Action to perform prior to Extracting:**

- A. Delete all 1099 data from all systems-** Selecting this option will delete all 1099 AP, Revenue, and G/L data that has been extracted. **This option is rarely used.**
- B. Delete all G/L1099 extracted data** – Selecting this option will erase any 1099 extracted data, but will not erase extracted data from Revenue or G/L extracts. **This is the default option and the most commonly used.**
- C. None** – This option will not erase any data from the A/P, Revenue, or G/L systems. Instead, this option will add newly extracted data to previously extracted data. **This option is rarely used.**

## Other GL 1099 Options:



**Journal** – Select the journal(s) transactions are coded to

**Account** – Choose the account that the transactions are coded to. If there is more than one account that needs to be included, then you must extract one account at a time using option C on step 1. Action to perform prior to extracting.

**Minimum dollar amount** – Selecting this option will only extract transactions that meet the minimum dollar amount set.

**Reverse sign** – Selecting this option will reverse the sign on amounts that are extracted. If you are extracting an account that holds a credit balance the sign will be reversed. Negative amounts are not reported on 1099's.

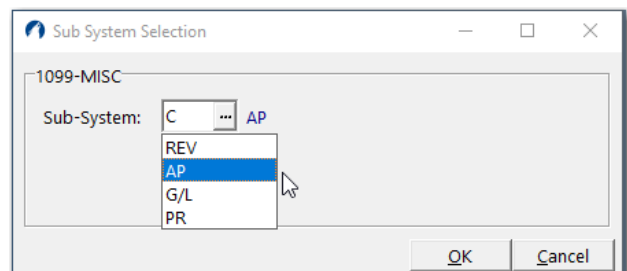
## Payee Maintenance 1099-MISC

The Payee Maintenance screen is used to verify the amounts for each payee extracted and what will be reported on their 1099-MISC.

**\*NOTE:** Any manual changes made in Payee Maintenance will be overridden if 1099's are re-extracted.

Choose the Sub-System to print: A/P, Revenue, PR (Payroll covered in separate doc) or G/L.

Each system must be viewed separately.





Remember when reviewing the 1099-MISC for any sub-system that all non-employee compensation amounts will be reported on the 1099-NEC. An owner that has a working interest and a royalty interest would have a 1099-MISC for the royalty amount and a 1099-NEC for the working interest amount.

### ***Payee Maintenance Highlights***

**Edit** button- The Edit button the Recipient's name and address allows you to change the address in the sub-account maintenance and replace the 1099 address with the new address if desired. The address change can be made in Sub-Account Maintenance (F12), but a new extract will be needed for the new address to be used.

**FATCA Filing Requirement-** Foreign Account Tax Compliance Act. This box is for U.S. taxpayers holding foreign financial assets and accounts outside the United States and need to have those assets reported to the IRS. **This box will need to be manually checked, because the information is not validated during the extract and will not be remembered for next year.** It is up to the client to know whether or not they need to mark any vendor or owner as needing to file FACTA.

**Find** button- The Find button on the bottom of the screen allows a lookup display of all the extracted records. A sub-account code or a “contains” type lookup can be easily done.

**List** button- The List button on the bottom of the screen prints the recipient information with the amounts.

## Error Listing 1099-MISC

Choose the Sub-System to print: A/P, Revenue, or G/L, or ALL.

Selecting the "Error Listing" option on 1099-MISC menu and then “View” will produce an edit listing for any errors and provides company and state totals. The error listing is can also be printed or saved to a file by clicking on “Printer” or “File” buttons on the “1099-MISC Error Listing” screen. All errors need to be corrected prior to printing or submitting 1099's. Corrections can be made in Payee Maintenance, but manual changes will not save if a new extract is performed.

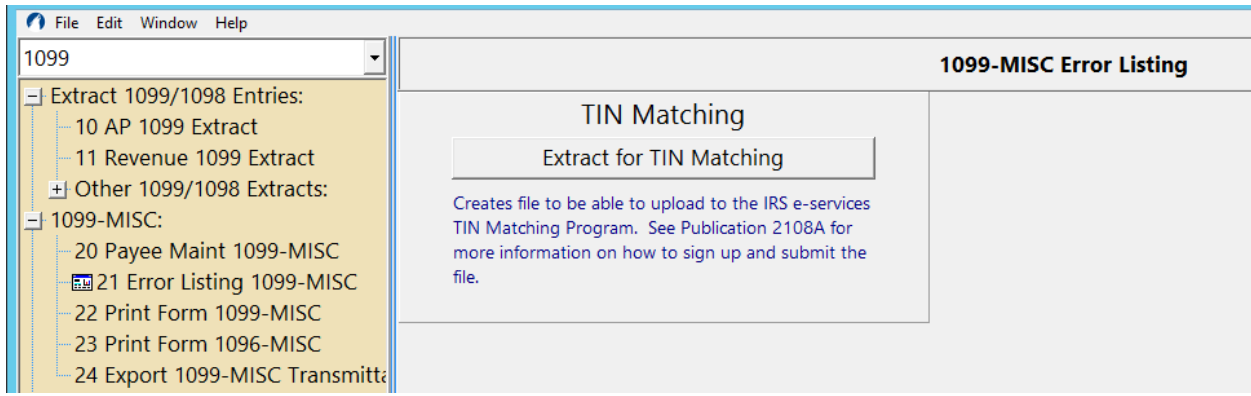
Payer: WOLFEPAK YEAR END 2011 TEST COMPANY Company Code: FYE21  
Tax Year: 2021 Return: 1099-MISC

There were no errors.

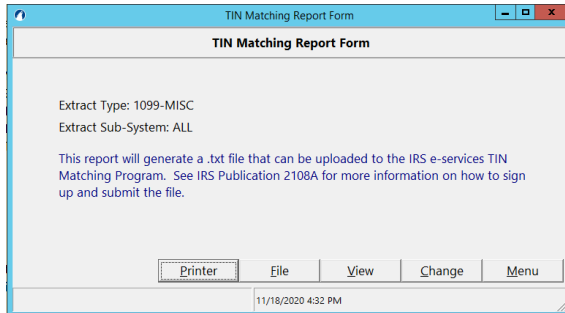
***** TOTALS *****	1099-MISC Total	Fed W/H	Memo Amt
Box 1 Rents:	500.00		
Box 2 Royalties:	564,956.11		
Box 15 State tax withheld:	11,757.74		
1099-MISC Totals for 25 Payees:	577,213.85	0.00	
<b>Totals for Montana</b>	<b>1099-MISC Totals</b>	<b>Fed W/H</b>	<b>Memo Amts</b>
Box 2 Royalties:	5,943.24		
Box 15 State tax withheld:	238.89		
1099-MISC Totals for 2 Payees:	6,182.13	0.00	
<b>Totals for New Mexico</b>	<b>1099-MISC Totals</b>	<b>Fed W/H</b>	<b>Memo Amts</b>
Box 2 Royalties:	114,069.57		
1099-MISC Totals for 4 Payees:	114,069.57	0.00	
<b>Totals for Oklahoma</b>	<b>1099-MISC Totals</b>	<b>Fed W/H</b>	<b>Memo Amts</b>
Box 2 Royalties:	298,196.85		
Box 15 State tax withheld:	11,518.85		
1099-MISC Totals for 10 Payees:	309,715.70	0.00	
<b>Totals for Texas</b>	<b>1099-MISC Totals</b>	<b>Fed W/H</b>	<b>Memo Amts</b>
Box 2 Royalties:	141,558.68		
1099-MISC Totals for 12 Payees:	141,558.68	0.00	
<b>Totals for Wyoming</b>	<b>1099-MISC Totals</b>	<b>Fed W/H</b>	<b>Memo Amts</b>
Box 2 Royalties:	5,187.77		
1099-MISC Totals for 3 Payees:	5,187.77	0.00	

### TIN Matching

WolfePak also has the ability to produce an extract file for TIN Matching. The file is then uploaded to the IRS website.



Select "Extract TIN Matching." A new window appears that allows the report to be generated and the file to be created. Select "View", "File", or "Print" to create the file and the report. The report will provide the location of the files for upload to the IRS.



**\*Note-** if there are multiple owners that share the same last name and the first 5 of their TAX ID, multiple TIN Matching files will be created. This is to keep the IRS from falsely flagging these owners as duplicates and locking users out of the FIRE system for 72 hours.

12/07/2021 12:00 pm  
Company:FYE21

SubSys: R	Tbl/Acct: 101/ALESUS
SubSys: R	Tbl/Acct: 101/BARBET
SubSys: R	Tbl/Acct: 101/BRAPHI
SubSys: R	Tbl/Acct: 101/BURMAT
SubSys: R	Tbl/Acct: 101/CARBUD
SubSys: R	Tbl/Acct: 101/CARGEN
SubSys: R	Tbl/Acct: 101/CARJOH
SubSys: R	Tbl/Acct: 101/CARROB
SubSys: R	Tbl/Acct: 101/EDWTRE
SubSys: R	Tbl/Acct: 101/EWIRIL
SubSys: R	Tbl/Acct: 101/GETMAR
SubSys: R	Tbl/Acct: 101/GOOCLA
SubSys: R	Tbl/Acct: 101/GREJAN
SubSys: R	Tbl/Acct: 101/HOLBUS
SubSys: R	Tbl/Acct: 101/JOHSTE
SubSys: R	Tbl/Acct: 101/JONJUS
SubSys: R	Tbl/Acct: 101/LEMTON
SubSys: R	Tbl/Acct: 101/RAMLEE
SubSys: R	Tbl/Acct: 101/SMIADA
SubSys: R	Tbl/Acct: 101/STACHA
SubSys: R	Tbl/Acct: 101/TEABUR
SubSys: R	Tbl/Acct: 101/TURJAS
SubSys: R	Tbl/Acct: 101/WILJER
SubSys: R	Tbl/Acct: 101/WOLEXE
SubSys: Y	Tbl/Acct: 40/4

FYE 2021  
TIN Matching Report Form

Payee: SUSAN ALEXANDER
Payee: BETTY BARNES
Payee: PHILIP BRADY
Payee: MATT BURNSWICH
Payee: TEST RTS 22375 5545454545454444444444
Payee: GENE CARTER
Payee: JOHNNY CARTER
Payee: ROB CARTER
Payee: TREY EDWARDS
Payee: RILLE EWINGSTON
Payee: MARCIE GETHER
Payee: CLARK GOODRICH
Payee: JANICE GREENE
Payee: BUSTER HOLLEY
Payee: STEVE JOHNSTON
Payee: JUSTIN JONES
Payee: TONY LEMASTER
Payee: LEE RAMIREZ
Payee: ADAM SMITH
Payee: CHARLES STANLEY
Payee: BURT TEAGUE
Payee: JASON TURNER
Payee: JERRY WILSON
Payee: WOLFEPAK OIL & GAS COMPANY
Payee: JOHN F BRADLEY

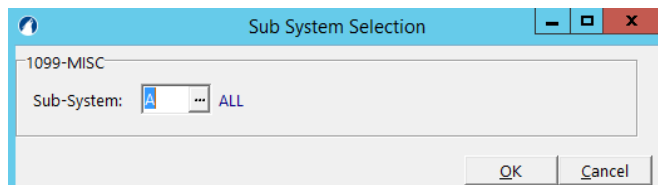
25 entries were extracted.

Extracted to Files:  
23 entries: V:\GLN32\FYE21\EDI\TINBulkMatch20211099MISC\_ALL\_0.txt  
1 entries: V:\GLN32\FYE21\EDI\TINBulkMatch20211099MISC\_ALL\_1.txt  
1 entries: V:\GLN32\FYE21\EDI\TINBulkMatch20211099MISC\_ALL\_2.txt

## Print Form 1099-MISC

Select the Sub-System to be printed.

The Print Form 1099-MISC screen has plenty of options depending on what Federal or State form is being printed. In addition, supporting schedules can be printed as a reconciliation for the client and the individual receiving the 1099. If a client is printing 1099's for the IRS Copy A (Red Form), it is advisable for them to be diligent in the selections they make in order to avoid having to purchase more.



(Remember that the non-employee compensation is now reported on the 1099-NEC form. Those can be printed under the 1099-NEC menu.)

### Form Type to Print:

#### Federal:

**Copy A** is a preprinted IRS form that must be purchased. WolfePak’s Forms Department can handle any of these requests. The information for the 1099’s will print on this form. Mask SSN should NOT be used.

**Copy B** for the Recipient and **Copy C** for Payer can both be printed on **plain paper**.

#### Things to Remember:

- **Copy B** – Mask SSN should be used with this option
- **Copy C** – Instructions do not print. Two recipients will be printed on one page.

#### What if the recipient has withholding for 3 or more states?

**Copy B** – Boxes 15-17 will say “See Attached” and a State Withholding Schedule will print on the next page.

WOLFEPAK YEAR END 2011 TEST COMPANY  
2901 S. FIRST ST.  
ABILENE, TX 79605

**IMPORTANT TAX RETURN  
DOCUMENT ENCLOSED**

WolfePak Oil & Gas Company  
PO Box 999  
Abilene, TX 79601

**Instructions for Recipient**

Recipient's identification number (TIN): For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN) or employer identification number (EIN), however, the issuer has reported your complete TIN to the IRS.  
Account Number: We show an account or other unique number the payer assigned to distinguish your account.  
FATCA filing requirements: The FATCA filing requirement (to be checked) the payer is reporting on this Form 1099-B is shown in the chart. If an account reporting requirement, you also may have a filing requirement.

CORRECTED (if checked)

PAYER'S name, street address, city, town, state or province, country, ZIP or foreign postal code, and telephone no.  WOLFEPAK YEAR END 2011 TEST COMPANY 2901 S. FIRST ST. ABILENE, TX 79605 (325) 677-1543		1 Rents \$	OMB No. 1545-0045	<b>2020</b> <b>Miscellaneous Income</b>
RECIPIENT'S name, address, ZIP/postal code & country  WOLFEPAK OIL & GAS COMPANY  PO BOX 999  ABILENE, TX 79601		2 Royalties \$	4 Federal income tax withheld \$	
PAYER'S TIN 81-2775691	RECIPIENT'S TIN 498-99-1783	3 Other income \$ 54028.41	5 Federal income tax withheld \$	Copy B For Recipient  This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Account number (see instructions) REV-WOLEXP	FATCA filing requirement <input type="checkbox"/>	6 Fishing boat proceeds \$	7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
		8 Crop insurance proceeds \$	8 Substitute payments in lieu of dividends or interest \$	
		9 Excess golden parachute payments \$	9 Gross proceeds paid to an attorney \$	
		10 State tax withheld \$ ***** See Attached *****	10 Gross proceeds paid to an attorney \$	
		11 State tax withheld \$ ***** See Attached *****	11 Section 408A rollovers \$	
		12 State tax withheld \$ ***** See Attached *****	12 Section 408A rollovers \$	
		13 State tax withheld \$ ***** See Attached *****	13 Excess golden parachute payments \$	
		14 State tax withheld \$ ***** See Attached *****	14 Nonqualified deferred compensation \$	
		15 State tax withheld \$ ***** See Attached *****	15 State tax withheld \$ ***** See Attached *****	17 State income \$ ***** See Attached *****

**Copy C** will also say "See Attached" in Boxes 15-17 but the State Withholding Schedule will print on the same page as the 1099-MISC.

**State Tax Withholding Schedule for Owner WOLFEPAK OIL & GAS COMPANY (WOLEXE)**

State	State EIN	Withholding Amount
MT		148.53
NM		2586.12
WY		86.10

**Supporting Schedules:**

Plain Paper also provides the option to print a supporting schedule for both Revenue and A/P (see screen for Supporting Schedule printing options).

**Revenue Supporting Schedule Options:**

- Summary by Property and Expenses
- Summary by Check and Property
- Summary by Check
- No – will not include a supporting schedule for Revenue payees.

## Example of Summary by Property and Print Expenses:

From: WOLFEPAK YEAR END 2011 TEST COMPANY      To: (BARBET) BETTY BARNES  
 2901 S. FIRST ST.  
 ABILENE, TX 79605

Page 1

**2021 1099-MISC Supporting Schedule**

Check Summary:

Check Date	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/ICC	Other (Bill)	Net
	Box 2 (MISC)	Box 4 (MISC)	Box 16 (MISC)									
	Box 2 (745)	Box 4 (NEC)	Box 16 (NEC)									
01/02/2021	5,407.22	0.00	354.99	1,691.06	2,408.92	2,838.41	0.00	0.00	0.00	0.00	0.00	15,244.13
	17,140.29	0.00	0.00									
02/02/2021	5,116.75	0.00	345.38	1,648.60	2,467.97	0.00	2,926.96	0.00	0.00	0.00	0.00	14,592.49
	16,864.65	0.00	0.00									
03/02/2021	5,540.62	0.00	373.99	1,781.68	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	16,406.52
	18,215.13	0.00	0.00									
04/02/2021	5,348.79	0.00	361.04	1,720.00	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	15,658.71
	17,584.52	0.00	0.00									
05/02/2021	5,171.73	0.00	349.09	1,663.06	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	14,968.42
	17,002.40	0.00	0.00									
06/02/2021	4,832.36	0.00	326.19	1,553.93	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	13,645.38
	15,886.70	0.00	0.00									
07/02/2021	606.32	0.00	30.32	18.79	31.69	0.00	911.35	0.00	0.00	0.00	0.00	525.52
	0.00	0.00	0.00									

Property Summary:

By Property	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/ICC	Other (Bill)	Net
	Box 2 (MISC)	Box 4 (MISC)	Box 16 (MISC)									
	Box 1 (NEC)	Box 4 (NEC)	Box 5 (NEC)									
Deduction From Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,049.97
OK0001 - Munkgee	20,746.19	0.00	1,400.37	9,257.98	13,223.50	0.00	15,122.91	0.00	0.00	0.00	0.00	99,558.03
OK0002 - James #2	11,277.60	0.00	750.63	819.14	1,174.72	0.00	0.00	0.00	0.00	0.00	0.00	8,533.11
	0.00	0.00	0.00									

State Totals:

By State	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/ICC	Other (Bill)	Net
	Box 2 (MISC)	Box 4 (MISC)	Box 16 (MISC)									
	Box 1 (NEC)	Box 4 (NEC)	Box 5 (NEC)									
Deduction From Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,049.97
OK66-6456789	32,023.79	0.00	2,151.00	10,077.12	14,398.22	0.00	15,122.91	0.00	0.00	0.00	0.00	108,091.14
	102,893.69	0.00	0.00									

IRS Totals

1099 Boxes			Taxes	Other	Net
Box 2 (MISC)	Box 4 (MISC)	Box 16 (MISC)			
1099-MISC	32,023.79	0.00	2,151.00	10,077.12	31,448.19
					91,041.17

For Inquiries, call 325-555-5555 (x222) Steve for billing (x333) Heather for revenue  
 WolfePak Exploration is dedicated to helping make America energy self-reliant!

## Important things to note for 2021 Supporting Schedules:

All amounts for the 1099-MISC and the 1099-NEC will show on the supporting schedules printed from the MISC or NEC section. However, the IRS Totals at the bottom will be provided for the type of 1099 being printed. If the client is printing 1099-MISC with supporting schedules then the IRS Totals at the bottom of the schedule will be for the 1099-MISC. If the client is printing 1099-NEC with supporting schedules, then the IRS Totals at the bottom will be for the 1099-NEC. This is to aid in reconciliations. Shading has been added help distinguish between check dates, etc.

### A/P Supporting Schedule Options:

- Summary by Check- lists invoices by check date
- No – will not include a supporting schedule for A.P payees.

(Example will be provided in the 1099-NEC section)

### Other Print Form 1099-MISC Options:

- **Sort Owners/Vendors by Number of Pages-** Owners/Vendors with 1 page will print first, then Owners/Vendors with 2 pages etc.
- **Mask SSN-** if checked will only print the last four digits of a Payee's SSN. If unchecked, will print Payee's entire SSN. EIN numbers will always print the entire number regardless of setting.
- **Printer Offsets-** used when printing Preprinted Forms. Not all printers will print perfectly the first time and adjustments to the printer settings may need to be made. **It is recommended when printing Preprinted forms to print on plain paper and hold the**

**paper up to the preprinted form until the printing aligns to the preprinted form so that forms are not wasted.**

- **Top Margin- Negative** numbers move **Up**. **Positive** numbers move **Down**
- **Left Margin- Negative** numbers move **Left**. **Positive** numbers move **Right**
- **Between Forms Adjustments - Negative** numbers **Decrease** space. **Positive** numbers **Increase** space

**\*\*Bonus Info:**

**Question:** Where does the message at the bottom of the Supporting Schedule come from?

**Answer:** This is what is printed on all the client's Revenue Checks and Settlement Statements and is found on the Revenue/Company/Cycle tab.

## Printing Corrected 1099's

Inevitably corrections will need to be made for various reasons. **WolfePak recommends that necessary changes be made to the data.** This ensures that the data will match the subsequent extract. **Manual changes can be made but are not recommended.** If someone were to extract after manual changes are made, the changes will be lost.

If changes are made to the data (the way WolfePak recommends), a re-extract of the data can be performed. The changes will come through and seen on the 1099. If 1099's or an extract file have been submitted to the IRS, the 1099's that were changed should be marked as "Corrected" in the Payee Maintenance.

The screenshot shows the '1099-MISC Payee Maintenance' window. At the top, it displays 'FYE21' and 'FYE 2021'. The title is '1099-MISC Payee Maintenance'. Below the title, there is a section for 'Extracted From: REV' and a radio button selection for 'Original', 'Corrected' (which is selected), and 'Transmitted'. To the right, it shows '2021' and '1099-MISC'. The main area is divided into two columns. The left column contains the payer's information: 'PAYER's name, street address, city, state, ZIP code, telephone no', 'WOLFEPAK YEAR END 2011 TEST COMPANY', '2901 S. FIRST ST.', 'ABILENE, TX 79605', and '(325)677-1543'. The right column is titled 'Miscellaneous Income' and contains four rows: '1 Rents' with a value of '0.00', '2 Royalties' with a value of '212.84', '3 Other income' with a value of '0.00', and '4 Federal income tax withheld' with a value of '0.00'.

Next, in the Print Form 1099 screen the "Corrected" flag should be selected so that only the corrected 1099's will print.



**Print Form 1099-MISC**

Print Options | Internal (WP Only) Options

SubSystem: ALL

Extract ID:   Original  Corrected  Transmitted

Tax Year:  Owner From  thru

Form Type to Print

Federal:

- Preprinted - Copy A for IRS
- Plain Paper - Copy B for Recipient
- Plain Paper - Copy C for Payer

Printer Offsets (Inches)

Top Margin	<input type="text" value="0.000"/>
Left Margin	<input type="text" value="0.000"/>
Between Forms Adjustment	<input type="text" value="0.000"/>

If a corrected transmittal file needs to be submitted, select the “Corrected” flag in the Export 1099 Transmittal should be selected for only the corrected 1099’s to populate the file for upload to the IRS FIRE system.

**Export 1099-MISC Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:   Original  Corrected  Transmitted

Extract ID:   Mark Extract File as a Test File  Mask SSN

Federal Filing Only [Used to transmit a federal file with no state information](#)

Combined Fed/State Filing [Submit a test file in the first year. \\*21 states are currently participating](#)

If manual changes are made (not recommended), in the Payee Maintenance change the option from Original to Corrected (this is a manual change) and follow the directions above for printing corrected 1099’s or extracting a corrected 1099 transmittal file.

Corrections for all 1099 types work the same way. Some 1099 types only support printing the 1099’s while other types only support transmittal files. However, the process is the same.

## Printing 1099-MISC for State

**\*Note -** WolfePak currently does not support A/P 1099-MISC paper forms for state filing purposes. For electronic filing, if the state participates in the Combined State/Federal filing program then A/P information is supported. However, if the state does not participate in the Combined State/Federal filing program, then A/P 1099 information is not supported in electronic format for state filing purposes. State filing is not supported because currently there is no way to indicate in the system where the work was actually done. The state can be overridden via the Payee Maintenance and state transmittal files or forms created. However, if a new extract is performed the information will not be saved.

**Print Form 1099-MISC >State>** Select Plain Paper Copy 1 for the State or Plain Paper Recipient Copy- Copy 2 and then enter the state abbreviation you would like to print.

WolfePac FYE21 (FYE 2021) Drive: V [Remote] User ID: BY (compiled 12/07/2021 12:00:51 am) - [Print Form 1099-MISC]

File Edit Window Help

1099

- Extract 1099/1098 Entries:
  - 10 AP 1099 Extract
  - 11 Revenue 1099 Extract
  - Other 1099/1098 Extracts:
    - 12 Extract G/L 1098
    - 13 Extract G/L 1099-S
    - 14 Extract G/L 1099-INT
    - 15 Extract G/L 1099-INT
    - 16 Rev 1099-INT
    - 17 Rev 1099-DIV
  - 1099-MISC:
    - 20 Payee Maint 1099-MISC
    - 21 Error Listing 1099-MISC
    - 22 Print Form 1099-MISC
    - 23 Print Form 1096-MISC
    - 24 Export 1099-MISC Trans
  - 1099-INT:
    - 1099-DIV:
    - 1099-R:
    - 1099-S:
  - 1099-NEC:
    - 65 Payee Maint 1099-NEC
    - 66 Error Listing 1099-NEC
    - 67 Print Form 1099-NEC
    - 68 Print Form 1096-NEC
    - 69 Export 1099-NEC T
  - 1098 - Mortgage Interest
  - 1042 - Foreign Withholder
    - 75 Recipient Maint 1042
    - 76 Error Listing 1042-S
    - 77 Print Form 1042-S
    - 78 Export 1042 Trans
  - Other Options:
    - 80 Colorado M/JA Div

**Print Form 1099-MISC**

Print Options Internal (WP Only) Options

SubSystem: ALL

Extract ID: [ ] Original [x] Corrected [ ] Transmitted

Tax Year: 2021 Owner From [ ] thru [ZZZZZZZZZZ]

Form Type to Print

Federal:

- Preprinted - Copy A for IRS
- Plain Paper - Copy B for Recipient
- Plain Paper - Copy C for Payer

Printer Offsets (Inches)

Top Margin: 0.000

Left Margin: 0.000

Between Forms Adjustment: 0.000

State: OK OKLAHOMA

- Plain Paper - Copy 1 for State Tax Department
- Plain Paper - Copy 2 for Filing with Recipient's State Return

State Forms only include Owner Revenue.

Mask SSN  Sort Owners/Vendors by Number of Pages

Create PDFs:

- Do Not Create (None)
- Individual PDFs for All Owners
- Individual PDFs for Owners Flagged Upload to Connect

VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, county, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115	
WOLFEPAK YEAR END 2011 TEST COMPANY 2901 S. FIRST ST. ABILENE, TX 79605 (325) 677-1543		2 Royalties	2021 Form 1099-MISC	
		3 Other income		4 Federal income tax withheld
		\$ 32023.79		\$
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing boat proceeds	6 Moscos and health care payers	
81-2775691	429-56-6377	\$	\$	
RECIPIENT'S name, address, ZIP/postal code & country		7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest	
BETTY BARNES		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney	
1392 APPLE ORCHARD RD.		11	12 Section 408A deferrals	
HOUSTON, TX 78473		13 Excess golden parachute payments	14 Nonqualified deferred compensation	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	\$	\$	
REV-BARBET-OK		15 State tax withheld	16 State/Payer's state no. OK / 66-6456789	
		\$ 2151.00	\$	
Form 1099-MISC		www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service		

Miscellaneous Information

Copy 1 For State Tax Department



**Export 1099-MISC Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:   Original  Corrected  Transmitted

Extract ID:   Mark Extract File as a Test File  Mask SSN

**Federal Filing Only** Used to transmit a federal file with no state information

**Combined Fed/State Filing** Submit a test file in the first year. \*31 states are currently participating

**XLS-Federal** Used to send 1099 information to a 3rd party filing service

**State Only**  Used to transmit a specific state file

**Web Connect** Uploads a PDF for each Sub-Account's 1099 to Connect's Secured FTP for all owners/vendors.

**Oil & Gas Platform** Uploads a PDF for each Sub-Account's 1099 to Oil ,Gas Platform for all owners.

**WPA Document Automation** Uploads a PDF for each Sub-Account's 1099 to WPA Document Automation Platform for all owners.

Destination for Extract File: V:\GLN32\FYE21\EDI\

**Export 1099-MISC Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:   Original  Corrected  Transmitted

Extract ID:   Mark Extract File as a Test File  Mask SSN

**Error Log - Review**

Error Log - Review

Log for 1099 Extract: Generated on 12/07/2021 with Payment Year of 2021.  
Created File: V:\GLN32\FYE21\EDI\IRSTAX\FedMISC\10992021\FYE21.TXT

Summary Record for Company: FYE21 / Type: 1099-MISC / 25 Payees included

BOX 1 Rents: \$500.00  
BOX 2 Royalties: \$564,956.11  
BOX 15 State tax withheld: \$11,757.74

State Summary for [MT] Montana / 2 Payees: (ONLY Federal being filed).  
BOX 2 Royalties: \$5,943.24  
BOX 15 State tax withheld: \$238.89

State Summary for [NM] New Mexico / 4 Payees: (ONLY Federal being filed).  
BOX 2 Royalties: \$114,069.57

State Summary for [OK] Oklahoma / 10 Payees: (ONLY Federal being filed).  
BOX 2 Royalties: \$298,196.85  
BOX 15 State tax withheld: \$11,518.85

Destination for Extract File: V:\GLN32\FYE21\EDI\

## Corrected Transmittal Files

Corrected transmittal files work in the same way as correcting printed forms. First, make any necessary changes to the data and perform a new extract or manually make the changes in the Payee Maintenance (not recommended). Then, in the Payee Maintenance manually change the option from Original to Corrected at the top of the Payee Maintenance screen for those 1099's that need to be resent.

Finally, in the Export Transmittal screen change the option from Original to Corrected, select the Type of file to create, and then select Ok. Only recipients whose Payee Maintenance is marked as Corrected will be included in the Corrected Transmittal file.

### Export 1099-MISC Transmittal

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:   Original  Corrected  Transmitted

Extract ID:   Mark Extract File as a Test File  Mask SSN

- Federal Filing Only**      Used to transmit a federal file with no state information
- Combined Fed/State Filing**      Submit a test file in the first year. \*31 states are currently participating
- XLS-Federal**      Used to send 1099 information to a 3rd party filing service
- State Only**            Used to transmit a specific state file
- Web Connect**      Uploads a PDF for each Sub-Account's 1099 to Connect's Secured FTP for all owners/vendors.
- Oil & Gas Platform**      Uploads a PDF for each Sub-Account's 1099 to Oil \_Gas Platform for all owners.
- WPA Document Automation**      Uploads a PDF for each Sub-Account's 1099 to WPA Document Automation Platform for all owners.

Destination for Extract File: V:\GLN32\FYE21\EDI\IRSTAXFedMISC10992021FYE21.TXT

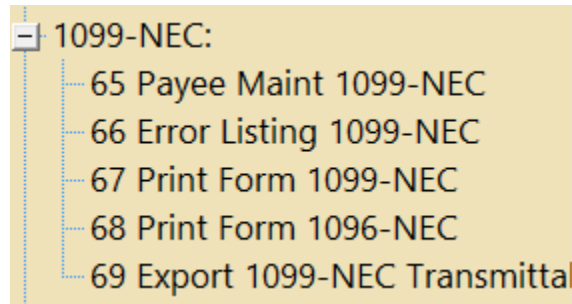
Summary Record for Company: FYE21 / Type: 1099-MISC / 25 Payees included:

BOX 1 Rents: \$500.00  
BOX 2 Royalties: \$564,956.11  
BOX 15 State tax withheld: \$11,757.74

Please see Log for more information

## 1099-NEC Section

For 2020, WolfePak developed the 1099-NEC section to accommodate the IRS addition of the form. The section includes menu items that are familiar to the clients and that behave the same way. This was done to make the introduction of this form and the transition of the non-employee compensation to this form as easy and seamless as possible.



## Payee Maintenance 1099-NEC

If the AP and Revenue extracts have been performed, then the 1099-NEC Payee Maintenance should be populated with information for vendors and possibly revenue owners and payroll contractors. This screen provides the same functionality as the 1099-MISC Payee Maintenance. If manual changes are made here, they can be lost if a subsequent extract is performed. Notice that the Payee Maintenance for the 1099-NEC is concerned only with non-employee compensation and the federal/state taxes withheld, if any.

PYE21 FYE 2021		1099-NEC Payee Maintenance		2021 1099-NEC	
Extracted From: AP			<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted		
PAYER's name, street address, city, state, ZIP code, telephone no WOLFEPAK YEAR END 2011 TEST COMPANY 2901 S. FIRST ST. ABILENE, TX 79605 (325)677-1543			<b>Nonemployee Compensation</b> 1 Nonemployee compensation <input type="text" value="50,000.00"/> 2 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		
PAYER's Federal ID #: 81-2775691			4 Federal income tax withheld <input type="text" value="0.00"/>		
RECIPIENT's ID #: 430569374 <input type="radio"/> EIN <input checked="" type="radio"/> SSN <input type="radio"/> ITIN			5 State tax withheld <input type="text" value="0.00"/>		
Name Control: <input type="checkbox"/> 2nd TIN <input type="checkbox"/> Foreign Address			6 State/Payer's state no <input checked="" type="radio"/> US <input type="radio"/> FEDERAL		
RECIPIENT's name, Street address, City, State and ZIP KATHY ABERNATHY 5208 DURANGO ST ABILENE, TX 79605 <input type="button" value="Edit"/>			7 State income <input type="text" value="0.00"/>		
Sub-Table: 20-1099 Account: ABEKAT			<input type="checkbox"/> FATCA Filing Requirement		
<input type="button" value="Add"/> <input type="button" value="Chg"/> <input type="button" value="Del"/> <input type="button" value="Find"/> <input type="button" value="1st"/> <input type="button" value="Prior"/> <input type="button" value="Next"/> <input type="button" value="End"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="List"/> <input type="button" value="Menu"/>					

## Error Listing 1099-NEC

The Error Listing will provide a listing of all 1099-NEC recipients that have errors and the totals. The ability to perform an extract for TIN Matching is also available.

**1099-NEC Error List Form**

TIN Matching

Creates file to be able to upload to the IRS e-services TIN Matching Program. See Publication 2108A for more information on how to sign up and submit the file.

12/07/2021 01:29 pm  
Company: FYE21

FYE 2021  
1099-NEC Error List Form

Page 1

**Payer: WOLFEPAK YEAR END 2011 TEST COMPANY**    **Company Code: FYE21**  
**Tax Year: 2021**    **Return: 1099-NEC**

SubSys:                      Tbl/Acct: 20/ABICON            Payee: ABILENE CONSULTING COMPANY  
\*\*\*\* ERROR: Unknown Tax ID Number  
There was 1 error that should be corrected before continuing.

***** TOTALS *****	1099-NEC Total	Fed W/H	Memo Amt
Box 1 Nonemployee compensation:	5,058,858.09		
Box 4 Federal income tax withheld:		4,821.63	
Box 5 State tax withheld:	26,344.06		
1099-NEC Totals for 38 Payees:	5,085,202.15	4,821.63	

## Print Form 1099-NEC

The options available for printing the 1099-MISC are also available for printing the 1099-NEC. If 1099-NEC forms are being mailed in then the client will need to purchase Preprinted Copy A forms for the IRS. Copies for the recipient and the state are available to be printed here also. Notice that there is the availability to print Supporting Schedules for Revenue and AP. These are the same supporting schedules discussed earlier. The IRS Totals at the end of the report will reflect the amounts reported on the 1099-NEC but amounts for the 1099-MISC and 1099-NEC will be available on the schedules for reconciliation purpose.

Nonemployee Compensation

Print Options    Internal (WP Only) Options

SubSystem: ALL

Extract ID:      Original     Corrected     Transmitted

Tax Year: 2021    Owner From  thru

Form Type to Print

Federal:

Preprinted - Copy A for IRS

Plain Paper - Copy B for Recipient

Plain Paper - Copy C for Payer

State:  FEDERAL

Plain Paper - Copy 1 for State Tax Department

Plain Paper - Copy 2 for Filing with Recipient's State Return

Printer Offsets (inches)

Top Margin

Left Margin

Between Forms Adjustment

Mask SSN     Sort Owners/Vendors by Number of Pages

Create PDFs

Do Not Create (None)

Individual PDFs for All Owners

Individual PDFs for Owners Flagged Upload to

**\*\*New for the 2021 Reporting Year: The 1099-NEC is compressed to accommodate three per page. \*\***

Copy A, C, and Copy 1 will print at 3 per page. Copy B and Copy 2 are one per page as they are sent to the recipient.

VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>WOLFPAK YEAR END 2011 TEST COMPANY</b> <b>2901 S. FIRST ST.</b> <b>ABILENE, TX 79605</b> <b>(325) 677-1543</b>		OMB No. 1545-0118  <b>2021</b> Form 1099-NEC		<b>Nonemployee Compensation</b>
PAYER'S TIN <b>81-2775691</b>	RECIPIENT'S TIN <b>430-56-9374</b>	1 Nonemployee compensation \$ <b>50000.00</b>		
RECIPIENT'S name <b>KATHY ABERNATHY</b>		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for recipient for resale <input type="checkbox"/>		<b>Copy C For Payer</b> For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.
Street address (including apt. no.) <b>5208 DURANGO ST</b>		3		
City or town, state or province, country, and ZIP or foreign postal code <b>ABILENE, TX 79605</b>		4 Federal income tax withheld \$		
Account number (see instructions) <b>AP-ABEKAT</b>	2nd TIN not <input type="checkbox"/>	6 State tax withheld \$	8 State/Payer's state no. \$	
Form <b>1099-NEC</b>		Department of the Treasury - Internal Revenue Service		7 State income \$

VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>WOLFPAK YEAR END 2011 TEST COMPANY</b> <b>2901 S. FIRST ST.</b> <b>ABILENE, TX 79605</b> <b>(325) 677-1543</b>		OMB No. 1545-0118  <b>2021</b> Form 1099-NEC		<b>Nonemployee Compensation</b>
PAYER'S TIN <b>81-2775691</b>	RECIPIENT'S TIN - -	1 Nonemployee compensation \$ <b>3250.00</b>		
RECIPIENT'S name <b>ABILENE CONSULTING COMPANY</b> <b>DBA ABILENE CONSULTANTS</b>		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for recipient for resale <input type="checkbox"/>		<b>Copy C For Payer</b> For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.
Street address (including apt. no.) <b>5452 DAWN ST. SUITE 320</b>		3		
City or town, state or province, country, and ZIP or foreign postal code <b>ABILENE, TX 79605</b>		4 Federal income tax withheld \$		
Account number (see instructions) <b>AP-ABICON</b>	2nd TIN not <input type="checkbox"/>	6 State tax withheld \$	8 State/Payer's state no. \$	
Form <b>1099-NEC</b>		Department of the Treasury - Internal Revenue Service		7 State income \$

VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>WOLFPAK YEAR END 2011 TEST COMPANY</b> <b>2901 S. FIRST ST.</b> <b>ABILENE, TX 79605</b> <b>(325) 677-1543</b>		OMB No. 1545-0118  <b>2021</b> Form 1099-NEC		<b>Nonemployee Compensation</b>
PAYER'S TIN <b>81-2775691</b>	RECIPIENT'S TIN <b>751-12-3456</b>	1 Nonemployee compensation \$ <b>4325.67</b>		
RECIPIENT'S name <b>BIG COUNTRY ELECTRIC</b>		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for recipient for resale <input type="checkbox"/>		<b>Copy C For Payer</b> For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.
Street address (including apt. no.) <b>PO BOX 8377</b>		3		
City or town, state or province, country, and ZIP or foreign postal code <b>MERKEL, TX 76654</b>		4 Federal income tax withheld \$		
Account number (see instructions) <b>AP-BIGCOU</b>	2nd TIN not <input type="checkbox"/>	6 State tax withheld \$	8 State/Payer's state no. \$	
Form <b>1099-NEC</b>		Department of the Treasury - Internal Revenue Service		7 State income \$



From: WOLFEPAK YEAR END 2011 TEST COMPANY  
 2901 S. FIRST ST.  
 ABILENE, TX 79605

To: (ALESUS) SUSAN ALEXANDER

2021 1099-NEC Supporting Schedule

State Totals:				Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/ICC	Other (Bill)	Net
By State	Box 2 (MISC)	Box 4 (MISC)	Box 16 (MISC)									
	Box 1 (NEC)	Box 4 (NEC)	Box 5 (NEC)									
-Deduction From Re	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,564.01-
	0.00	0.00	0.00									
NM	0.00	0.00	0.00	1,257.79	1,113.03	0.00	3,846.48	0.00	0.00	0.00	0.00	19,182.14
	22,594.19	0.00	1,041.23									
OK66-6456789	0.00	0.00	0.00	3,491.02	5,006.31	0.00	7,067.58	0.00	0.00	0.00	0.00	38,636.71
	47,134.04	0.00	0.00									
TX	212.84	0.00	0.00	7,796.44	40.81	0.00	21,837.91	0.00	111.38	0.00	0.00	161,789.04
	169,413.45	0.00	0.00									
1099 Boxes												
IRS Totals	Box 1 (NEC)	Box 4 (NEC)	Box 5 (NEC)	Taxes	Other	Net						
1099-MISC:	239,141.68	0.00	1,041.23	12,545.25	44,724.16	181,043.88						

For Inquiries, call 325-555-5555: (x222) Steve for billing (x333) Heather for revenue  
 WolfePak Exploration is dedicated to helping make America energy self-reliant!

### Print Form 1096-NEC

If 1099-NEC forms are being mailed in, the 1096-NEC will need to be included also. The Preprinted Form (red form) will need to be purchased for the IRS. A plain paper 1096-NEC can be printed or saved for record keeping purposes.

Do Not Staple 6969

<b>Form 1096</b> (Rev. February 2021) Department of the Treasury Internal Revenue Service		<b>Annual Summary and Transmittal of U.S. Information Returns</b>		OMB No. 1545-0108 <b>2021</b>												
FILER'S name WOLFEPAK YEAR END 2011 TEST COMPANY Street address (including room or suite number) 2901 S. FIRST ST. City or town, state or province, country, and ZIP or foreign postal code ABILENE, TX 79605																
Name of person to contact Karen Massey		Telephone number (325)677-1543		<b>For Official Use Only</b> 												
Email address support@wolfepak.com		Fax number (325)677-1599														
1 Employer identification number 81-2775691	2 Social security number	3 Total number of forms 38	4 Federal income tax withheld \$ 4821.63	5 Total amount reported with this Form 1096 \$ 5058858.09												
6 Enter an "X" in only one box below to indicate the type of form being filed:																
1099-20 32	1099-ATC 50	1099-81	1099-C 75	1099-E 84	1099-F 03	1099-Q 74	1099-T 83	1099-A 80	1099-B 79	1099-C 82	1099-CAP 75	1099-DIV 91	1099-G 86	1099-INT 82	1099-K 10	1099-LS 16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-LTC 93	1099-MISC 95	1099-NEC 71	1099-OID 96	1099-PATR 97	1099-Q 31	1099-QA 1A	1099-R 98	1099-S 76	1099-SA 94	1099-SB 43	3921 25	3922 26	5498 28	5498-EA 72	5498-CA 2A	5498-SA 27
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.**

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature > \_\_\_\_\_ Title > \_\_\_\_\_ Date > \_\_\_\_\_

### Export 1099-NEC Transmittal

The 1099-NEC transmittal is extracted the same way all other transmittal files are extracted. Select the option needed and click OK to create the file.

New for 2021: Notice that the NEC has the Combined Federal/State Filing this year. WolfePak has programmed this in accordance with IRS specifications.

**Export 1099-NEC Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:      Original     Corrected     Transmitted

Extract ID:

Mark Extract File as a Test File                       Mask SSN

<input checked="" type="radio"/> Federal Filing Only	Used to transmit a federal file with no state information
<input type="radio"/> XLS-Federal	Used to send 1099 information to a 3rd party filing service
<input type="radio"/> Combined Fed/State Filing	Submit a test file in the first year. *31 states are currently participating
<input type="radio"/> Web Connect	Uploads a PDF for each Sub-Account's 1099 to Connect's Secured FTP for all owners/vendors.
<input type="radio"/> Oil & Gas Platform	Uploads a PDF for each Sub-Account's 1099 to Oil_Gas Platform for all owners.
<input type="radio"/> WPA Document Automation	Uploads a PDF for each Sub-Account's 1099 to WPA Document Automation Platform for all owners.

Destination for Extract File: V:\GLN32\FYE21\ED\

A summary of the total dollars extracted for the file and the file destination will be provided at the bottom of the screen.

**Export 1099-NEC Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:      Original     Corrected     Transmitted

Extract ID:

Mark Extract File as a Test File                       Mask SSN

<input checked="" type="radio"/> Federal Filing Only	Used to transmit a federal file with no state information
<input type="radio"/> XLS-Federal	Used to send 1099 information to a 3rd party filing service
<input type="radio"/> Combined Fed/State Filing	Submit a test file in the first year. *31 states are currently participating
<input type="radio"/> Web Connect	Uploads a PDF for each Sub-Account's 1099 to Connect's Secured FTP for all owners/vendors.
<input type="radio"/> Oil & Gas Platform	Uploads a PDF for each Sub-Account's 1099 to Oil_Gas Platform for all owners.
<input type="radio"/> WPA Document Automation	Uploads a PDF for each Sub-Account's 1099 to WPA Document Automation Platform for all owners.

Destination for Extract File: V:\GLN32\FYE21\ED\IRSTAX\FedNEC10992021\FYE21.TXT

Summary Record for Company: FYE21 / Type: 1099-NEC / 38 Payees included:

    BOX 1 Nonemployee compensation: \$5,058,858.09

    BOX 4 Federal income tax withheld: \$4,821.63

    BOX 5 State tax withheld: \$26,344.06

Please see Log for more information

## Correcting 1099-NEC Forms or Transmittal Files

Corrections for the 1099-NEC forms and transmittal files works the same way that it does for the 1099-MISC.s It is preferred that the data be corrected and another extract performed so that the data matches what is in the general ledger. Manual changes can be made but can also be overridden. Any corrected forms need to be marked as corrected to be reprinted and mailed to the IRS or to be extracted in a corrected transmittal file.

# What Reports Can Be Used to Reconcile the Revenue Supporting Schedule?

Three reports are needed to reconcile the supporting schedule. If additional AR accounts are utilized then there will be more than three reports to reconcile.

## 1. The Revenue Supporting Schedule

From: WOLFEPAK YEAR END 2011 TEST COMPANY  
2901 S. FIRST ST.  
ABILENE, TX 79605

To: (BARBET) BETTY BARNES

Page 1

### 2021 1099-MISC Supporting Schedule

#### Check Summary:

Check Date	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/CC	Other (Bill)	Net
	Box 2 (MISC) Box 1 (NEC)	Box 4 (MISC) Box 4 (NEC)	Box 16 (MISC) Box 5 (NEC)									
01/02/2021	5,407.22	0.00	364.99	1,691.06	2,408.92	2,838.41	0.00	0.00	0.00	0.00	0.00	15,244.13
02/02/2021	17,140.29	0.00	0.00	1,648.60	2,467.97	0.00	2,926.96	0.00	0.00	0.00	0.00	14,592.49
03/02/2021	5,540.62	0.00	373.99	1,781.68	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	16,406.52
04/02/2021	18,215.13	0.00	0.00	1,720.00	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	15,658.71
05/02/2021	5,348.79	0.00	361.04	1,663.06	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	14,968.42
06/02/2021	17,002.40	0.00	0.00	1,553.93	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	13,645.38
07/02/2021	4,832.36	0.00	326.19	1,553.93	2,372.41	0.00	2,821.15	0.00	0.00	0.00	0.00	13,645.38
	15,886.70	0.00	0.00									
	606.32	0.00	30.32	18.79	31.69	0.00	911.35	0.00	0.00	0.00	0.00	525.52
	0.00	0.00	0.00									

#### Property Summary:

By State	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/CC	Other (Bill)	Net
	Box 2 (MISC) Box 1 (NEC)	Box 4 (MISC) Box 4 (NEC)	Box 16 (MISC) Box 5 (NEC)									
Deduction From Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,049.97-
OK0001 - Muskogee	20,746.19	0.00	1,400.37	9,257.98	13,223.50	0.00	15,122.91	0.00	0.00	0.00	0.00	99,558.03
OK0002 - Jones #2	102,693.69	0.00	0.00									
	11,277.60	0.00	750.63	819.14	1,174.72	0.00	0.00	0.00	0.00	0.00	0.00	8,533.11
	0.00	0.00	0.00									

#### State Totals:

By State	1099 Boxes			Taxes	Other	Bal Fwd	Operating	Equipment	Leasehold	IDC/CC	Other (Bill)	Net
	Box 2 (MISC) Box 1 (NEC)	Box 4 (MISC) Box 4 (NEC)	Box 16 (MISC) Box 5 (NEC)									
-Deduction From Re	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,049.97-
OK66-6456789	32,023.79	0.00	2,151.00	10,077.12	14,398.22	0.00	15,122.91	0.00	0.00	0.00	0.00	108,091.14
	102,693.69	0.00	0.00									

IRS Totals	1099 Boxes			Taxes	Other	Net
	Box 2 (MISC) Box 1 (NEC)	Box 4 (MISC) Box 4 (NEC)	Box 16 (MISC) Box 5 (NEC)			
1099-MISC:	32,023.79	0.00	2,151.00	10,077.12	31,448.19	91,041.17

For Inquiries, call 325-555-5555. (x222) Steve for billing (x333) Heather for revenue  
WolfePak Exploration is dedicated to helping make America energy self-reliant!

## Supporting Schedule Changes

The supporting schedule was changed to accommodate the move of non-employee compensation to the 1099-NEC. In addition, the 1099-NEC has its own supporting schedule. However, both supporting schedules are still needed to show amounts from both forms so that reconciliations could be done. Therefore, you will notice that the 1099-NEC amounts are reported underneath the 1099-MISC amounts for each check summary, property summary, and state totals sections, respectively. The IRS Totals at the end of the supporting schedule will only show the totals for the 1099-MISC is the schedule is being run for the 1099-MISC. The 1099-NEC Supporting Schedule will behave the same way. The IRS Totals at the end of that Supporting Schedule will show for the 1099-NEC amounts if run for the 1099-NEC

2. The Cash Flow by Owner Report (Revenue/ Billing > Reports > Owner Tab > 0-4 Cash Flow by Owner)



FYE 2021  
2901 S. First St.  
Abilene, TX 79605

# Cash Flow

Betty Barnes  
1392 Apple Orchard Rd.  
Houston, TX 78473

Account: BARBET  
Date: 12/07/2021

### Cash Flow by Owner and Property

Detail for 01/01/2021 thru 12/31/2021

PD/BILLED	GROSS	TAXES	Other	WITHHOLD	OPERATING	DESCRIPTION	OTHER EXP	NET PAYOUT
<u>LA02</u> Oil City #2A (Rov)								
11/2021	1,500.00	0.00	0.00	0.00	0.00			1,500.00
<b>Curr TOT</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>1,500.00</b>
<u>OK0001</u> Muskogee 3-A (Ovr)								
BAL FWD	53,683.62	4,026.26-	5,015.91-	2,000.99-	0.00			42,640.46
01/2021	3,462.68	259.70-	369.94-	233.73-	0.00			2,599.31
02/2021	3,407.00	255.52-	382.52-	229.97-	0.00			2,538.99
03/2021	3,679.83	275.99-	367.49-	248.39-	0.00			2,787.96
04/2021	3,552.42	266.43-	367.49-	239.79-	0.00			2,678.71
05/2021	3,434.83	257.61-	367.49-	231.85-	0.00			2,577.88
06/2021	3,209.43	240.71-	367.49-	216.64-	0.00			2,384.59
<b>Curr TOT</b>	<b>74,429.81</b>	<b>5,582.22-</b>	<b>7,238.33-</b>	<b>3,401.36-</b>	<b>0.00</b>			<b>58,207.90</b>
<u>OK0001</u> Muskogee 3-A (Wrk)								
BAL FWD	415,808.53	30,974.60-	37,388.75-	0.00	76,688.36-	LEASEHOLD	1,766.46-	
						IDC	155.78-	
						ICC	306.00-	
						EQUIPMENT	4,375.83-	264,152.75
01/2021	17,140.29	1,285.52-	1,831.23-	0.00	2,926.96-			11,096.58
02/2021	16,864.65	1,264.85-	1,893.49-	0.00	2,821.15-			10,885.16
03/2021	18,215.13	1,366.13-	1,819.09-	0.00	2,821.15-			12,208.76
04/2021	17,584.52	1,318.84-	1,819.09-	0.00	2,821.15-			11,625.44
05/2021	17,002.40	1,275.18-	1,819.09-	0.00	2,821.15-			11,086.98
06/2021	15,886.70	1,191.50-	1,819.09-	0.00	911.35-			11,964.76
<b>Curr TOT</b>	<b>518,502.22</b>	<b>38,676.62-</b>	<b>48,389.83-</b>	<b>0.00</b>	<b>91,811.27-</b>	LEASEHOLD	1,766.46-	
						IDC	155.78-	
						ICC	306.00-	
						EQUIPMENT	4,375.83-	333,020.43

3. The Historical Aged Trial Balance (Accounts Receivable > Aged Trial Balance)

12/07/2021 12:56 pm  
 Company-Acct:FYE21-1200

FYE 2021  
 Historical Aged Trial Balance as of 12/31/2021

Page 1

SubAcct	Name	Balance	Current	30 days	60 days	90 days	120 days
ABBCAR	Carmen Abbott	2,512.04	0.00	0.00	0.00	0.00	2,512.04
ADAJOH	Johnny Adams	11,024.47	0.00	0.00	0.00	0.00	11,024.47
AGEDON	Donnie Agee, Inc.	13,212.79	0.00	0.00	0.00	0.00	13,212.79
AGNEDD	Eddie Agnew	1,348.15	0.00	0.00	0.00	0.00	1,348.15
ALESUS	Susan Alexander	182.97	182.97	0.00	0.00	0.00	0.00
BARBET	Betty Barnes	911.35	0.00	0.00	0.00	0.00	911.35
BORSTE	Steve Borris	47.58	0.00	0.00	0.00	0.00	47.58
BRAPHI	Philip Brady	555.84	555.84	0.00	0.00	0.00	0.00
CORALA	Alan Corley	405.08	0.00	0.00	0.00	0.00	405.08
DALWIL	William B. Dallas	9,686.05	0.00	0.00	0.00	0.00	9,686.05
EDWVTR	Trey Edwards	24,243.88	42.39	0.00	0.00	0.00	24,201.49
ENGCHA	Charlie Engel	47.62	0.00	0.00	0.00	0.00	47.62
EWIRIL	Rille Ewingston	248.03	248.03	0.00	0.00	0.00	0.00
FANTOM	Tom Fannin	47.55	0.00	0.00	0.00	0.00	47.55
GALTEN	Ten Gallon, Jr.	47.62	0.00	0.00	0.00	0.00	47.62
GOOCAL	Clark Goodrich	86.51	86.51	0.00	0.00	0.00	0.00
GREJAN	Janice Greene	12,030.40	118.09	0.00	0.00	0.00	11,912.31
HARRED	Red Harper	47.56	0.00	0.00	0.00	0.00	47.56
HARTOB	Toby Harris	51,233.42	0.00	0.00	0.00	0.00	51,233.42
HIGJOS	Josey Hight	21,224.18	0.00	0.00	0.00	0.00	21,224.18
INKJAM	James Inskter	47.61	0.00	0.00	0.00	0.00	47.61
JAMSON	Sonny James	104,678.07	0.00	0.00	0.00	0.00	104,678.07
JOHSTE	Steve Johnston	11,852.28	0.00	0.00	0.00	0.00	11,852.28
JOHTEX	Tex Johnson	261.54	0.00	0.00	0.00	0.00	261.54
JONUUS	Justin Jones	5,586.40	0.00	0.00	0.00	0.00	5,586.40
JOYJEN	Jenni Joy	47.59	0.00	0.00	0.00	0.00	47.59
LANBUB	Bubba Lane	642.36	642.36	0.00	0.00	0.00	0.00
LONJOH	John Long	47,781.30	0.00	0.00	0.00	0.00	47,781.30
LOWJOH	John Love	108,481.14	129.77	0.00	0.00	0.00	108,351.37
MARNOL	Nolan Marshall	50,949.05	0.00	0.00	0.00	0.00	50,949.05
MARSAM	Samuel Marshall	18,117.02	689.95	0.00	0.00	0.00	17,427.07
MATJOE	Joseph Mathews	261.55	0.00	0.00	0.00	0.00	261.55
MCNJOS	Joseph McNally	18,553.11	0.00	0.00	0.00	0.00	18,553.11
OWEYOL	Yolanda Owen	97.33	97.33	0.00	0.00	0.00	0.00
RAMLEE	Lee Ramirez	25,745.89	140.59	0.00	0.00	0.00	25,605.30
REYGOR	Gordon Reynolds	14,440.41	0.00	0.00	0.00	0.00	14,440.41
RODALE	Alex Rodgers	17,949.05	0.00	0.00	0.00	0.00	17,949.05
RUTDAN	Daniel Rutherford	12,773.48	0.00	0.00	0.00	0.00	12,773.48
SMIADA	Adam Smith	23,138.06	0.00	0.00	0.00	0.00	23,138.06
TEABUR	Burt Teague	19,410.67	157.46	0.00	0.00	0.00	19,253.21
TERCHA	Charles Terry	18,034.79	428.24	0.00	0.00	0.00	17,606.55
WALLYW	Ly W. Wallace, Inc.	42.39	42.39	0.00	0.00	0.00	0.00
WAMWAM	Wam Wammer	91,763.33	0.00	0.00	0.00	0.00	91,763.33
WILJER	Jerry Wilson	19,832.62	0.00	0.00	0.00	0.00	19,832.62
WILTUC	Tucker Williams	1,148.61	0.00	0.00	0.00	0.00	1,148.61
WOLEXE	WolfePak Oil & Gas Company	453,750.00-	435,000.00-	18,750.00-	0.00	0.00	0.00

12/07/2021 12:56 pm  
 Company-Acct:FYE21-1200

FYE 2021  
 Historical Aged Trial Balance as of 12/31/2021

Page 2

SubAcct	Name	Balance	Current	30 days	60 days	90 days	120 days
<b>1</b>	<b>Total Credit Balances</b>	<b>453,750.00-</b>	<b>435,000.00-</b>	<b>18,750.00-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>45</b>	<b>Total Debit Balances</b>	<b>760,778.74</b>	<b>3,561.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>757,216.82</b>
<b>46</b>	<b>Total</b>	<b>307,028.74</b>	<b>431,438.08-</b>	<b>18,750.00-</b>	<b>0.00</b>	<b>0.00</b>	<b>757,216.82</b>
	%		<b>0.5 %</b>	<b>0.0 %</b>	<b>0.0 %</b>	<b>0.0 %</b>	<b>99.5 %</b>

# Common Issues with AP 1099's

## 1. 1099 MISC information isn't populating on a 1099 for a vendor.

The screenshot shows the 'Sub-Account Maintenance' form for 'FYE20 (FYE 2020)'. The vendor is 'Abilene Repair Company' with address '1884 Sayles Blvd', Abilene, TX 79605. The 'A/P Options' tab is active. Under '1099 Options', 'Tax ID Type' is 'EIN', 'Tax ID' is '75-6397852', and 'Tax Class' is 'C Corporation (Corp)'. The '1099-MISC/NEC Box for A/P' is set to 'Don't Report'. A note below this box states 'Vendor can be coded to multiple 1099 boxes.' The form also includes sections for 'General', 'Other', and 'Credit Card Names (W/P Only)'.

- A. In Sub-Account Maintenance (F12) find the vendor; go to A/P Options tab, and check to see what the “Tax Class” is for the vendor. If the vendor is a corporation or non-profit a 1099 will not be created unless the option to include corporations is selected. If the vendor or owner is marked with a Tax Class of Foreign Withholding, they will receive a 1042-S, not a 1099-MISC.
- B. In Sub-Account Maintenance (F12) find the vendor and check the A/P Options tab to see if “1099-MISC/NEC box for A/P” has a box designation or is set to “Don’t Report”. A setting of “Don’t Report will not facilitate the creation of a 1099.
- C. If the Vendor is coded to multiple 1099 boxes, they will see different boxes filled in on the 1099-MISC form.
  1. To see what boxes the invoices are coded to, look at the “Chg 1099-Misc/NEC box for Invoices” to view the payment history to determine whether the threshold was met or if they had any entries actually booked to boxes.
  2. Possible issue: Users may think any change made to the 1099-Misc box will change all, but it doesn’t change history only future entries. If a change was made any time after the beginning of the year, they will need to go into Chg 1099-Misc/NEC Box and manually change the individual invoices to the reporting box needed.

PF1240 (FYE 2020) **Sub-Account Maintenance**

Sub-Table: 20 Vendors View Change History Print W-9 Letter

Sub-Account: ABCCHE

Name: ABC Chemical & Supply

Name #2:

Address 1: P.O. Box 3994

Address 2:

City: Abilene State: TX TEXAS Zip Code: 79604- Region:

A/P Options A/P Coding Insurance ACH Contact Info Active Dates Notes Documents

General

OK to Pay?

Yes - pay

No - don't pay

Monthly

Check per entry

Duplicate Checking

Check Invoice #

Check Invoice Amt

Duplicate Check Inquiry

Compute Due Date by

Use company default

Add number to invoice date

Subtract number from invoice date

Number = day of the next month

Duplicate previous entry

Discount Terms

Type: None Pct: 0.0

Check Memo Description: Bill to Sub-Account:

Re: Acct#12345

Invoice History Print WC Letter

1099 Options

Tax ID Type

SSN  EIN  ITIN  Has W-9

Tax ID: 75-6680126

Tax Class: C Corporation (Corp)

1099-MISC/NEC Box for A/P:

1099-NEC Box 1 - Non-Employee

Vendor can be coded to multiple 1099 boxes.

Different 1099 Address:  Edit

Chg 1099-Misc/Nec Box for Invoices

**Change 1099-Misc Box for Posted Invoices**

Sub-Table: 20 Sub-Account: ABCCHE

ABC Chemical & Supply

P.O. Box 3994

Abilene, TX 79604

Memo: Acct#12345

Totals By 1099

Show Invoices Paid in

2021  2020  2019

All Other Years

Tax Class: C Corporation (Corp)

Check Date	A/P 1099-Misc Box	Invoice #	Net Paid Amt	Description
5/17/2020	Box 3 - Other	4778	\$8,325.00	A/P Invoice
6/15/2020	Box 2 - Royalties	3364	\$125.00	Invoice
6/15/2020	<Use Default from Sub-Account>	1007	\$5,012.10	ABC Chemical Company, Inc.

**NOTE: Remember: if vendor is set to be coded to multiple 1099 Boxes, then the A/P Extract Source must be set to GL.**

- D. To verify the dollar amount that should be pulling for the vendor:
- A. Run a ledger listing for the payments for the vendor in question to see if they meet the dollar amount required to report. Remember though to check the extract screen to see if it is set to include amounts less than \$600 for boxes 1, 3, 5, 6, and 10 and less than \$10 for box 2. Or, review the Totals by 1099 in the Sub-Account Maintenance.

# 1042-S Foreign Withholding Section

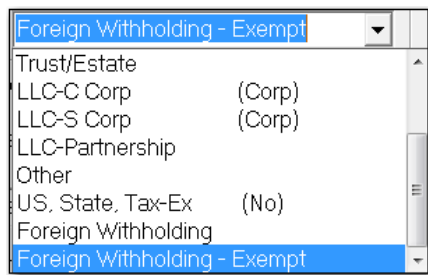
The 1042-S Foreign Withholding is for nonresident individuals, fiduciaries, and corporations that need to file a United States income tax return containing United States income. This includes income that is effectively connected with the conduct of a trade or business in the United States.

**\*Note – Remember that 1042-S information is only supported for Revenue payments and not for A/P Payments (i.e., only owners from the Revenue Extract will create 1042-S forms, A/P Extract will not.) Recipients can be manually added to the Recipient Maintenance, but should a new Revenue extract be performed these changes will not be saved.**

**\*\*Special Note – WolfePak does not support Form 1042-T. This is the accompanying form (like the 1096) when filing paper forms with the IRS**

## Extract Source:

**Revenue 1099-MISC:** extracts transactions from the revenue check history file not from general ledger. In Sub-Account Maintenance, any owner marked with a Tax Class of Foreign Withholding or Foreign Withholding-Exempt will receive a 1042-S when running the 1099 Revenue extract is performed. These owners will be seen in the 1042-S Payee Maintenance screen.



## Limited Support:

Only the following codes are currently supported (found on Print 1042-S screen):

<b>Income Codes</b>
Box 1: 14 - Real property income and natural resources royalties
<b>Exemption Codes</b>
Box 3a and 4a: 15 - Payee not subject to Chapter 4 withholding
<b>Status Codes</b>
Box 12b & 12c: 02 - U.S. Withholding Agent - Other
Box 13f: 16 - Individual



## 1042-S Setup:

### Master File Maintenance > Transmittal

Users who are submitting the 1042-S will need to file for a separate 1042 TCC number and enter this in the 1042 TCC: box on the 1099 Transmittal Maintenance.

FYE21  
FYE 2021

**1099 Transmittal Maintenance**

Transmitter:

Tax ID Number: [ ] 1042 TCC: [ ] TCC: [ ]

Name: WOLFEPAK YEAR END 2021 TEST COMPANY AND

Name (cont): LIMITED LIABILITY CORPORATION

Correspondence to be sent to:

Name: WOLFEPAK YEAR END 2021 TEST COMPANY

Name (cont):

Address: 2901 S. First St.

City: Abilene

State: TX Zip: 79605-  Foreign Address

Contact if problems are encountered with file:

Name: JOHN SMITH

Phone: (325)677-1543 Ext: [ ]

E-mail: support@wolfepak.com

Chg Cancel Save Menu

### Master File Maintenance > Company

Users will need to verify they have entered their 9-digit Employer ID # (EIN), along with Dept. Title: on the 1099 Company Maintenance screen to be able to file the 1042-S.

FYE21  
FYE 2021

**1099 Company Maintenance**

Extract ID: [ ] Extract ID should normally be blank. If you need to setup multiple Tax IDs, you should use a different Extract ID for each.

Payer's Tax ID#: [ ] (Enter Payer's Tax ID with dashes! )

Employer ID # (EIN) [ ] (Only Required if Filing 1042)

Name Control [ ]

Name: WOLFEPAK YEAR END 2021 TEST COMPANY

Name (cont):

Shipping Address: 2901 S. FIRST ST.

City: ABILENE State: TX Zip: 79605-

Contact Information:

Name: John Smith

Dept. Title: CFO (Only Required if Filing 1042)

E-mail: support@wolfepak.com

Phone: (325)677-1543 Ext: [ ]

Fax Number: (325)677-1599

Add Chg Del Find 1st Prior Next End Cancel Save List Menu

## Recipient Maintenance 1042-S

The 1042-S Maintenance screen allows you to verify the amounts for each payee much like the 1099 Payee Maintenance screen.

The screenshot shows the '1042-S Recipient Maintenance' screen for FYE21 (2021). The interface includes the following fields and sections:

- Header:** FYE21, FYE 2021, 1042-S Recipient Maintenance, 2021. Action buttons: Original, Corrected, Transmitted.
- Extracted From:** REV
- PAYER's name, street address, city, state, ZIP code, telephone no:** WOLFEPAK YEAR END 2011 TEST COMPANY, 2901 S. FIRST ST., ABILENE, TX 79605, (325)677-1543.
- PAYER's Federal identification number:** 81-2775691
- RECIPIENT's identification number:** 443995763. Radio buttons for EIN, SSN, ITIN.  Foreign Address.
- RECIPIENT's name, Street address, City, State and ZIP:** MARK ANDERSON, 14456 CR 115, CAMARACK 00258-698. Edit button.
- Sub-Table:** 101, **Account:** ANDMAR.
- Unique Form Identifier:** 0000000061, **Revisions Submitted:** 0.
- Foreign Person's U.S. Source Income Subject to Withholding:**
  - 1 Income Code:** 14, **2 Gross Income:** 18,542.00, **1042-S**
  - Box 3:**  Chp 3, **3a Exemption Code:** 00 (Not Exempt), **3b Tax Rate (%):** 30.00
  - Box 7:** **7a Federal tax withheld:** 2,500.00,  7b Check if Federal Tax WH was not deposited with the IRS because escrow procedures were applied,  7c Check if WH occurred in subsequent year with respect to a partnership interest.
  - 13b Recipient's Country Code:** AU (Austria)
  - 17a State Income Tax Withheld:** 636.00
  - 17c Name of State:** OK (OKLAHOMA)

Navigation buttons at the bottom: Add, Chg, Del, Find, 1st, Prior, Next, End, Cancel, Save, List, Menu.

**Box 1 – Income Code**- will be hard coded to 14 – Real property income and natural resources royalties

**Box 3a Exemption codes** – determined by Owner Maintenance (F12) setting for **Tax Class**:

- **Foreign Withholding** – will have an Exemption Code of 00 – Not Exempt and a Tax Rate of 30%
- **Foreign Withholding Exempt** – will have an Exemption code of 01-Effectively connected income and a Tax Rate of 00.00%
- **\*Note-** There are other Box 3a Exemption codes available, but they must be manually selected from the drop-down list in the 1042-S Payee Maintenance.

**Box 13b Recipient's Country Code** – will need to be manually selected using the drop-down arrow. This information does not extract from Owner Maintenance.

**Unique Form Identifier** – Beginning in 2017, withholding agents will be required to assign a unique identifying number to each Form 1042-S they file. This identifying number is used, to identify which information return is being corrected or amended when multiple information returns are filed by a withholding agent with respect to the same recipient. The unique identifying number cannot be the recipient's U.S. or foreign TIN. The unique identifying number

must be numeric. The length of a given identifying number must be exactly 10 digits. The identifying number must be unique to each original Form 1042-S filed for the current year. As owners are added to the 1042-S Payee maintenance (manually or by extract), the system automatically assigns a Unique Form Identifier starting with number 0000000001. If an owner is added and then deleted from Payee Maintenance the number assigned to that Payee Maintenance will be skipped.

**Revisions Submitted** – shows number of Amended returns that have been printed/transmitted (see Print 1042-S Corrections for more info).

**Edit** button – address allows you to change the address in the sub-account maintenance and replace the 1042 address with the new address if desired. This may also be done in F12, but a new extract will be needed for the new address to be used.

**Find** button – on the bottom of the screen allows a lookup display of all the extracted records.

**List** button – on the bottom of the screen prints the recipient information with the amounts.

**\*Note-** Any manual changes made in 1042-S Maintenance will be overridden if Revenue 1099s are re-extracted.

## Error Listing 1042-S

Selecting the "Error Listing" option on 1042-S menu will produce an edit listing that lets the user know if there are any errors and provides company totals. The error listing is run by clicking on "Printer", "File" or "View" on the "1042-S Error Listing" screen. All errors need to be corrected prior to printing or submitting 1099's. Corrections can be made on the 1042-S Maintenance screen.

12/07/2021 01:40 pm Company:FYE21	FYE 2021 1042-S Error Listing	Page 1	
<b>Payer: WOLFEPAK YEAR END 2011 TEST COMPANY Company Code: FYE21</b>			
<b>Tax Year: 2021 Return: 1042-S</b>			
There were no errors.			
<b>***** TOTALS *****</b>	<b>1042 Total</b>	<b>Fed W/H</b>	<b>Memo Amt</b>
1042 Totals for 1 Payees:	21,678.00	2,500.00	
<b>Totals for Oklahoma</b>	<b>1042-S Totals</b>	<b>Fed W/H</b>	
Box 7 Federal Tax Withheld:		2,500.00	
Box 10 Total Withholding Credit:			2,500.00
Box 2 Gross Amount:	18,542.00		
Box 21 Amount State Tax Withheld:			636.00
1042-S Oklahoma Totals For 1 Recipients:	18,542.00	2,500.00	

**\*Note –** Added a warning where the user has multiple records with multiple error codes. We are rolling all Payee records up into 1 when creating the transmittal. Thus, if ALESUS has an exemption code of 01 on one record and exemption code of 02 on another, one of these codes will not be reported to the IRS. Because of this, the 1042-S error listing will alert the user if an owner has multiple exemption codes (same thing happens for the Recipient state and Chp. 3 Tax Rate).

## Print Form 1042-S

Foreign Person's U.S. Source Income Subject to Withholding

Print Options Internal (WP Only) Options

SubSystem: REV

Extract ID:

Original  Corrected  Transmitted

Tax Year: 2021 Owner From  thru ZZZZZZZZ

Form Type to Print

Federal:

Preprinted - Copy A for IRS

Plain Paper - Copy B for Recipient

Printer Offsets (Inches)

Top Margin

Left Margin

Between Forms Adjustment

Mask SSN

Printer File View Change Menu

### Print Type

1. **Plain Paper** – will print on regular copy paper and includes 1042-S Instructions. This option should be used to print:
  - a. **Plain Paper Options**
    - Copy B for Recipient – Mask SSN should be used
    - Copy C for Payer – does not print instructions and prints 2 recipients per page
2. **Preprinted Forms** – does not print the form, only prints the information to print on the preprinted form. Should be used when printing the Copy A for the IRS. (When printing the Copy A for the IRS the Mask SSN should be left unchecked.)

**Mask SSN** – if checked will only print the last four digits of a Payee's SSN. If unchecked, will print Payee's entire SSN. EIN numbers will always print the entire number regardless of setting.

**Printer Offsets**-used when printing Preprinted Forms. Not all printers will print perfectly the first time and adjusts to the printer settings may need to be made. **It is recommended when printing Preprinted forms to print on plain paper and hold the paper up to the preprinted form until the printing aligns to the preprinted form so that forms are not wasted.**

- **Top Margin- Negative** numbers move **Up**. **Positive** numbers move **Down**
- **Left Margin- Negative** numbers move **Left**. **Positive** numbers move **Right**
- **Between Forms Adjustments - Negative** numbers **Decrease** space. **Positive** numbers **Increase** space

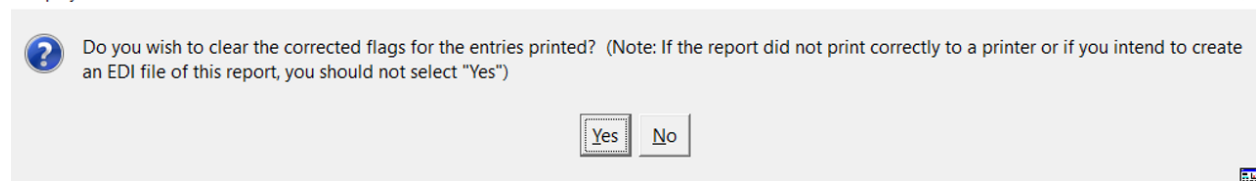
**Printing Corrected 1042-S Forms** – Printing corrected 1042-S forms works the same way as printing other corrected forms.

First, make any necessary changes to the data and perform a new extract or manually make the changes in the Recipient Maintenance (not recommended). Then, in the Recipient Maintenance change the option from Original to Corrected (this is a manual change).

Finally, in the Print 1042-S screen change the option from Original to Corrected, select the Print. (Only recipients whose Recipient Maintenance is marked as Corrected will be printed).

The Form will be marked as Amended with an Amendment number and have the same Unique Identifier number as the original form.

When printing a Corrected/Amended Form users will receive the following pop-up with a question:



Selecting **Yes** to this question will reset the Corrected Flags and Flag the Recipient Maintenance>Revisions Submitted to increase and the Amendment number on the form to increase. This option should be used if printing a 2<sup>nd</sup> or 3<sup>rd</sup> Corrected/Amended Form(s).

Selecting **No** does not increase the Revisions Submitted number on the Recipient Maintenance or Amendment number on the form.

WOLFPAK YEAR END 2011 TEST COMPANY  
2901 S. FIRST ST  
ABILENE, TX 79605  
(325)877-1543

**IMPORTANT TAX RETURN DOCUMENT ENCLOSED**

Mark Anderson  
14456 CR 115  
Houston, TX 77896

**Instructions for Recipient  
U.S. Income Tax Filing Requirements**

Generally, every nonresident alien individual, nonresident alien fiduciary, and foreign corporation with United States income, including income that is effectively connected with the conduct of a trade or business in the United States, must file a United States income tax return. However, no return is required to be filed by a nonresident alien individual, nonresident alien fiduciary, or foreign corporation if such person was not engaged in trade or business in the United States at any time during the tax year and if the tax liability of such person was fully satisfied by the withholding of United States tax at the source. Corporations file Form 1042-C, all others file Form 1042-NR. You may get the return forms and instructions at IRS.gov, at any U.S. Embassy or consulate, or by writing to: Internal Revenue Service, 1201 N. Mills Station, Bloomington, IL 61706-6613.

**1042 Code Definitions**

Income Codes  
Box 11 - Real property income and natural resources royalties  
Exemption Codes  
Box 12 - filer not subject to chapter 4 withholding  
Status Codes  
Box 13 - 02 - U.S. Withholding Agent - Other  
Box 12 - 15 - Individual

Form <b>1042-S</b> Foreign Person's U.S. Source Income Subject to Withholding <b>2021</b>			OMB No. 1545-0046	
Department of the Treasury Internal Revenue Service			Copy B for Recipient	
0000000061 UNIQUE FORM 1042-S (FORM 1042-S)			AMENDMENT NO.	
1 Income Code	2 Gross income	3 Chapter indicator: 01=1042-NR, 02=1042-C	104 Recipient U.S. TIN, if any	107 On: 3 status code
14	18542.00	00	443-399-3763	16
4 Withholding allowance	5 Tax rate	6 Tax rate	7 Tax rate	8 Tax rate
		30.00	00.00	
9 Net income	10 Federal tax withheld	11 Tax paid by withholding agent (amounts not withheld (see instructions))	12 Recipient account number	13 Recipient date of birth (YYYYMMDD)
	2500.00	2500.00	REV-ANDMAR-OK	
14 Recipient name	15 Recipient address	16 Recipient city or town, state or province, county, ZIP or foreign postal code	17 Recipient TIN	18 Recipient TIN
WOLFPAK YEAR END 2011 TEST COMPANY				
19 Recipient name	20 Recipient address	21 Recipient city or town, state or province, county, ZIP or foreign postal code	22 Recipient TIN	23 Recipient TIN
MARK ANDERSON				
14456 CR 115				
CABARACK, TX 00258-698 AUSTRIA				

## Export 1042 Transmittal

This option will create the electronic file for the IRS. The path to the extracted file is given once the file has been created (OK has been selected).

Export 1042 Transmittal

Tax Year for 1042: 2021

Original  Corrected  Transmitted

Extract ID:

Mark Extract File as a Test File

Destination for Extract File: V:\GLN32\FYE21\EDI\

OK Menu

**Corrected transmittal** – First, make any necessary changes to the data and perform a new extract or manually make the changes in the Recipient Maintenance (not recommended). Then, in the Recipient Maintenance change the option from Original to Corrected (this is a manual change).

Finally, in the Export 1042 Transmittal screen change the option from Original to Corrected and select Ok. (Only recipients whose Recipient Maintenance is marked as Corrected will be included in the Corrected Transmittal file):

Export 1042 Transmittal

Tax Year for 1042: 2021

Original  Corrected  Transmitted

Extract ID:

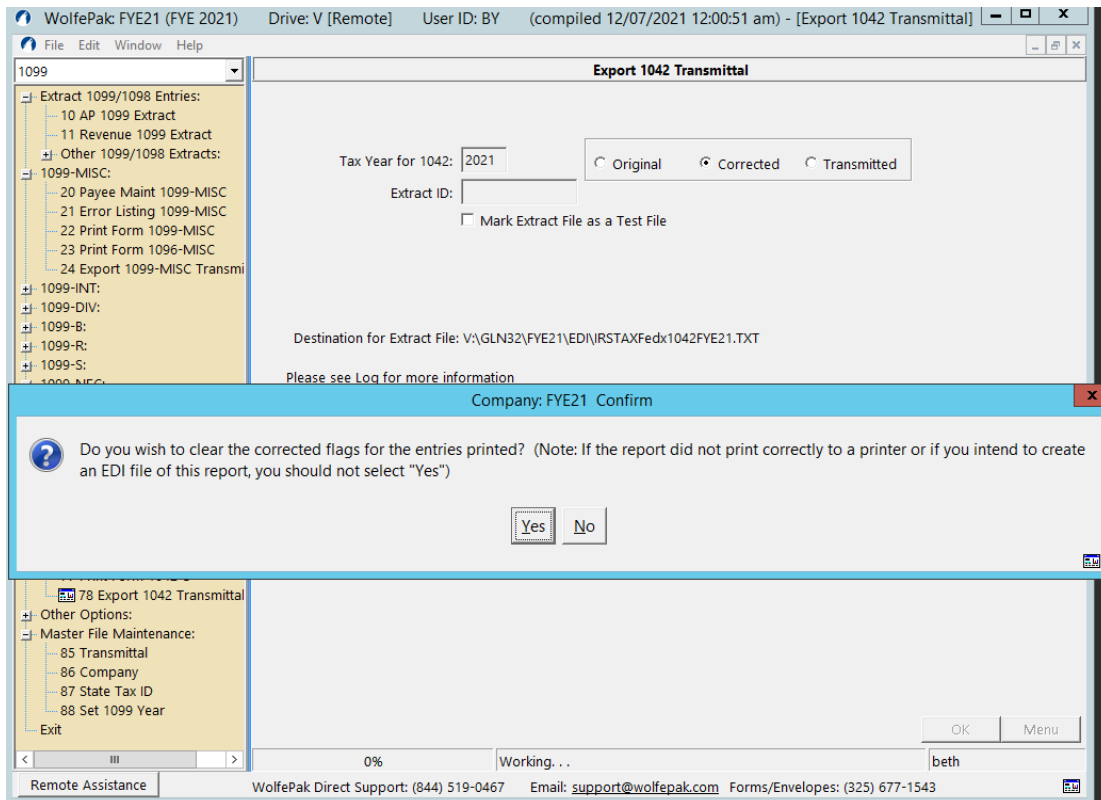
Mark Extract File as a Test File

Destination for Extract File: V:\GLN32\FYE21\EDI\

When transmitting a Corrected/Amended file, the user will receive the following pop-up with a question:

Selecting **Yes** to this question will reset the Corrected Flags and Flag the Recipient Maintenance>Revisions Submitted to increase and the Amendment number on the form to increase. This option should be used if transmitting a 2<sup>nd</sup> or 3<sup>rd</sup> Corrected/Amended file(s).

Selecting **No** does not increase the Revisions Submitted number on the Recipient Maintenance or Amendment number on the file.





# DR21-W Section

## Colorado W/H Report (DR21-W) – under Other Options:

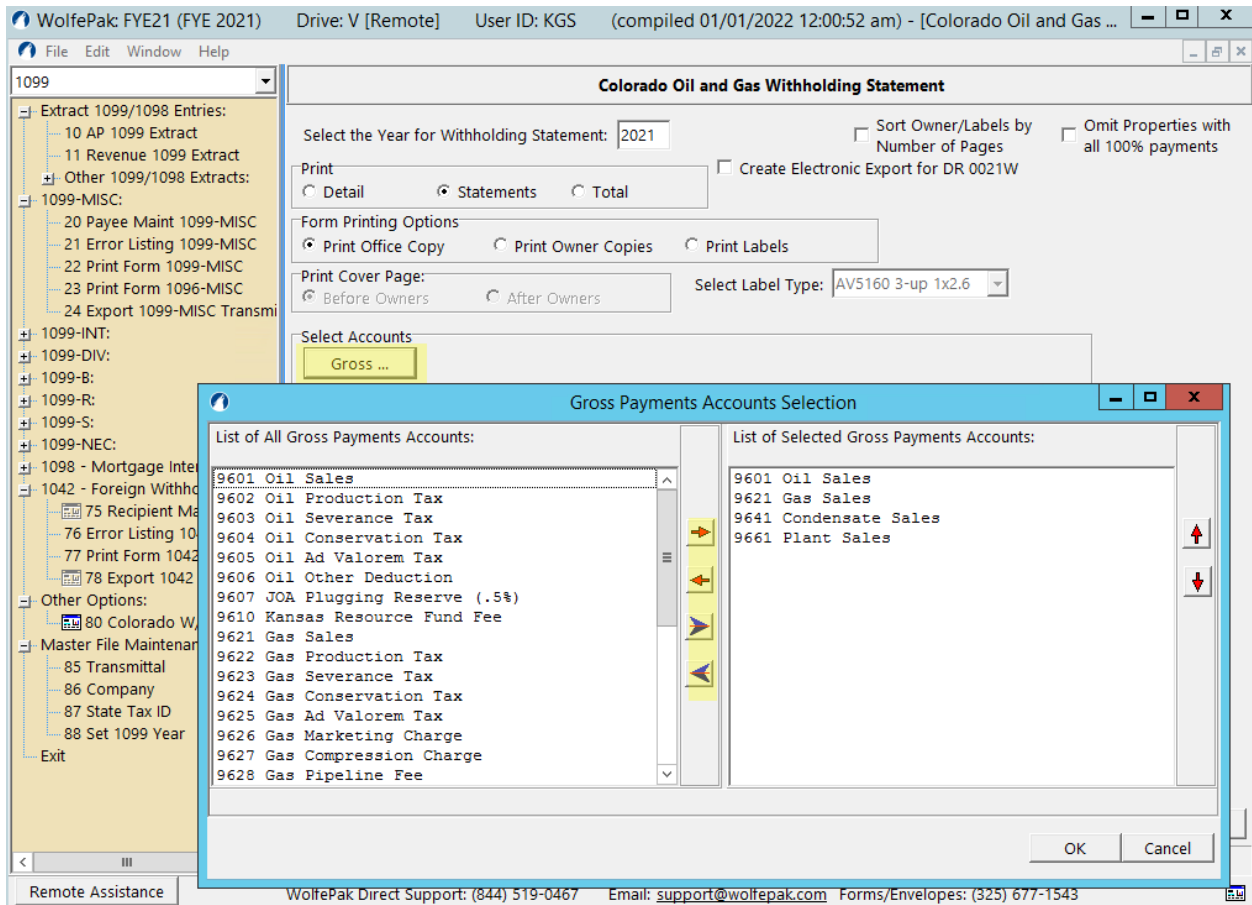
The Colorado W/H Report (DR21-W) -Any producer, working, royalty or other interest owner of oil and gas produced in Colorado is required to pay severance tax. Every producer or first purchaser is required to withhold 1% of the gross income paid to every owner, and to supply an Oil and Gas Withholding Statement by March 1 of each year. This can be compared as the state version of the 1099-MISC for O&G.

**The difference is that each owner gets one form per property vs one form per owner.**

The screenshot shows the 'Colorado Oil and Gas Withholding Statement' software interface. At the top, it says 'Colorado Oil and Gas Withholding Statement'. Below that, there are several options: 'Select the Year for Withholding Statement: 2021', 'Sort Owner/Labels by Number of Pages', and 'Omit Properties with all 100% payments'. There are also checkboxes for 'Print Detail', 'Print Statements', 'Print Total', and 'Create Electronic Export for DR 0021W'. Under 'Form Printing Options', there are radio buttons for 'Print Office Copy', 'Print Owner Copies', and 'Print Labels'. The 'Print Cover Page' section has radio buttons for 'Before Owners' and 'After Owners', and a 'Select Label Type' dropdown menu set to 'AV5160 3-up 1x2.6'. The 'Select Accounts' section is divided into three columns: 'Gross ...', 'AD Valorem ...', and 'Severance ...'. The 'Gross ...' column contains: 9601 Oil Sales, 9621 Gas Sales, 9641 Condensate Sales, and 9661 Plant Sales. The 'AD Valorem ...' column contains: 9645 Condensate Ad Valorem Tax, 9605 Oil Ad Valorem Tax, and 9625 Gas Ad Valorem Tax. The 'Severance ...' column contains: 9603 Oil Severance Tax, 9623 Gas Severance Tax, 9643 Condensate Severance Tax, 9723 Gas WI Severance Tax, and 9724 Gas Roy. Severance Tax. At the bottom, there are buttons for 'Printer', 'File', 'View', 'Change', and 'Menu'.

**Select Accounts** – The user defines the accounts for “Gross”, “Ad Valorem”, and “Severance” by clicking the corresponding button.

Select the accounts from the left column and move them over to the right column:



Once the accounts are defined, they will remain selected for future use.

**Sort Owner/Labels by Number of Pages** – Owners/Vendors with 1 page will print first, then Owners/Vendors with 2 pages etc.

**Omit Properties with all 100% Payments** – if checked, owners that own 100% of the lease, (i.e., one owner is on the DOI with Revenue% at 1.00000000) will not have statements for these properties.

## Print

**Detail** – This option is a detail report listing all the checks each Owner/Lease received.

(FYE 2020)  
Colorado Oil and Gas Withholding Statement

Check Date	Check Number	Prod Date	Cash Basis				Accrual Basis						
			Gross Value	Gross Stripper	Ad Valorem Tax	Ad Valorem Stripper	Severance Tax	Gross Value	Gross Stripper	Ad Valorem Tax	Ad Valorem Stripper		
<b>(EDWTR) Trey Edwards - (NM1) Williams #1</b>													
01/02/2020	2919	11/2019	1,351.35	0.00	0.00	0.00	0.00						
01/02/2020	2919	10/2019	1,809.83	0.00	0.00	0.00	0.00						
02/02/2020	2943	12/2019	1,096.60	0.00	0.00	0.00	0.00						
02/02/2020	2943	11/2019	1,281.06	0.00	0.00	0.00	0.00						
03/02/2020	2967	01/2020	1,231.05	0.00	0.00	0.00	0.00	1,231.05	0.00	0.00	0.00	0.00	0.00
03/02/2020	2967	12/2019	1,255.91	0.00	0.00	0.00	0.00						
04/02/2020	2991	02/2020	1,279.59	0.00	0.00	0.00	0.00	1,279.59	0.00	0.00	0.00	0.00	0.00
04/02/2020	2991	01/2020	1,205.65	0.00	0.00	0.00	0.00	1,205.65	0.00	0.00	0.00	0.00	0.00
05/02/2020	3015	03/2020	1,586.00	0.00	0.00	0.00	0.00	1,586.00	0.00	0.00	0.00	0.00	0.00
05/02/2020	3015	02/2020	1,222.60	0.00	0.00	0.00	0.00	1,222.60	0.00	0.00	0.00	0.00	0.00
06/02/2020	3039	04/2020	1,615.80	0.00	0.00	0.00	0.00	1,615.80	0.00	0.00	0.00	0.00	0.00
06/02/2020	3039	03/2020	1,161.45	0.00	0.00	0.00	0.00	1,161.45	0.00	0.00	0.00	0.00	0.00
07/02/2020	3080	04/2020	1,943.57	0.00	0.00	0.00	39.64	1,943.57	0.00	0.00	0.00	0.00	0.00
NM1 Property Sub-total			17,840.46	0.00	0.00	0.00	39.64	11,245.71					
EDWTR Owner Sub-total			17,840.46	0.00	0.00	0.00	39.64	11,245.71					
<b>(HOLBUS) Buster Holley - (NM1) Williams #1</b>													
01/02/2020	2923	11/2019	2,286.90	0.00	0.00	0.00	0.00						
01/02/2020	2923	10/2019	2,724.32	0.00	0.00	0.00	0.00						
02/02/2020	2947	12/2019	1,855.79	0.00	0.00	0.00	0.00						
02/02/2020	2947	11/2019	2,167.96	0.00	0.00	0.00	0.00						
03/02/2020	2971	01/2020	2,083.31	0.00	0.00	0.00	0.00	2,083.31	0.00	0.00	0.00	0.00	0.00
03/02/2020	2971	12/2019	2,125.39	0.00	0.00	0.00	0.00						
04/02/2020	2995	02/2020	2,165.46	0.00	0.00	0.00	0.00	2,165.46	0.00	0.00	0.00	0.00	0.00
04/02/2020	2995	01/2020	2,040.32	0.00	0.00	0.00	0.00	2,040.32	0.00	0.00	0.00	0.00	0.00
05/02/2020	3019	03/2020	2,684.00	0.00	0.00	0.00	0.00	2,684.00	0.00	0.00	0.00	0.00	0.00
05/02/2020	3019	02/2020	2,069.02	0.00	0.00	0.00	0.00	2,069.02	0.00	0.00	0.00	0.00	0.00
06/02/2020	3043	04/2020	2,734.42	0.00	0.00	0.00	0.00	2,734.42	0.00	0.00	0.00	0.00	0.00
06/02/2020	3043	03/2020	1,965.52	0.00	0.00	0.00	0.00	1,965.52	0.00	0.00	0.00	0.00	0.00
07/02/2020	3085	04/2020	3,289.11	0.00	0.00	0.00	67.09	3,289.11	0.00	0.00	0.00	0.00	0.00
NM1 Property Sub-total			30,191.52	0.00	0.00	0.00	67.09	19,031.16					
HOLBUS Owner Sub-total			30,191.52	0.00	0.00	0.00	67.09	19,031.16					
<b>(JONJUS) Justin Jones - (NM1) Williams #1</b>													
01/02/2020	2925	11/2019	1,559.25	0.00	0.00	0.00	0.00						
01/02/2020	2925	10/2019	1,857.49	0.00	0.00	0.00	0.00						
02/02/2020	2949	12/2019	1,265.31	0.00	0.00	0.00	0.00						
02/02/2020	2949	11/2019	1,478.15	0.00	0.00	0.00	0.00						
03/02/2020	2973	01/2020	1,420.44	0.00	0.00	0.00	0.00	1,420.44	0.00	0.00	0.00	0.00	0.00
03/02/2020	2973	12/2019	1,449.13	0.00	0.00	0.00	0.00						
04/02/2020	2997	02/2020	1,476.45	0.00	0.00	0.00	0.00	1,476.45	0.00	0.00	0.00	0.00	0.00
04/02/2020	2997	01/2020	1,391.13	0.00	0.00	0.00	0.00	1,391.13	0.00	0.00	0.00	0.00	0.00
05/02/2020	3021	03/2020	1,830.00	0.00	0.00	0.00	0.00	1,830.00	0.00	0.00	0.00	0.00	0.00
05/02/2020	3021	02/2020	1,410.69	0.00	0.00	0.00	0.00	1,410.69	0.00	0.00	0.00	0.00	0.00
06/02/2020	3045	04/2020	1,864.38	0.00	0.00	0.00	0.00	1,864.38	0.00	0.00	0.00	0.00	0.00
06/02/2020	3045	03/2020	1,340.13	0.00	0.00	0.00	0.00	1,340.13	0.00	0.00	0.00	0.00	0.00
07/02/2020	Z000000150	04/2020	2,242.58	0.00	0.00	0.00	45.74	2,242.58	0.00	0.00	0.00	0.00	0.00
NM1 Property Sub-total			20,585.13	0.00	0.00	0.00	45.74	12,975.80					
JONJUS Owner Sub-total			20,585.13	0.00	0.00	0.00	45.74	12,975.80					

## Statements

### Form Printing Options

- Print Office Copy – This option will print one copy of the DR-0021W for the company's records.
- Print Owner Copies – This option will print a page with the owner's name and address plus two copies of the DR-0021W for each lease. This file WILL be very large.



DR0021W (06/18/14)  
 COLORADO DEPARTMENT OF REVENUE  
 DENVER CO 80261-0006



## Oil and Gas Withholding Statement

### Colorado Severance Tax Withheld from Oil Shale and Oil/Gas Payments

See Page 2 for Instructions

For Calendar Year		202	
1. Well Name		2. Lease	
Williams #1		Williams #1 1-97462-27762	
3. Field		4. County	
		CROWLEY	
		5. American Petroleum Institute Well Number	
		Cash Basis	Accrual Basis
6. Gross Income		• \$ 17840.46	\$ 11245.71
7. Gross income attributable to stripper well production		• \$	\$
8. Ad valorem tax on oil and gas production		• \$	\$
9. Ad valorem tax attributable to stripper well production		• \$	\$
10. Severance tax withheld		39.64	
If filing on a fiscal period, this information is not correct. Consult your distribution statements or payor for correct amounts.			
11. Last Name of Payee		First Name	
Edwards		Trey	
Middle Initial			
SSN		Colorado Account Number	
423-50-8725			
FEIN			
Address of Payee		City	
19934 Potella Dr.		San Antonio	
State	Zip	Foreign Country	
TX	78833		
12. Last Name of Payor		First Name	
(FYE 2020)			
Middle Initial			
SSN		Colorado Account Number	
FEIN			
Address of Payor		City	
2901 S. First St.		Abilene	
State	Zip	Foreign Country	
TX	79605		

**Note to Payor:** Attach one copy to the DR 0456. Retain a copy for your records. Submit two copies to the payee.



**Print Cover Page** – Prints form instructions and allows cover page to be printed before or after owner copies.

(FYE 2020)  
2901 S. First St.  
Abilene, TX 79605

**IMPORTANT TAX RETURN  
DOCUMENT ENCLOSED**

Trey Edwards  
19934 Potella Dr.  
San Antonio, TX 78833

**Instructions for Producers and First Purchasers  
Preparing DR 0021W for Severance Taxpayers**

**Box 1-5** Enter the information requested.

**Line 6** Enter the total gross income (before 1% withholding, ad valorem, etc.) made to the interest owner on **both a cash basis and accrual basis**. For **cash basis**, report all payments made during the year even if they are for prior period production or are take or pay payments for future production. For **accrual basis**, report payments on all production during the calendar year, even if they are not disbursed to the interest owner within the year.

**Line 7** Enter that portion of payments, on both the **cash and accrual basis** that are from tax-exempt oil and gas production from a stripper well.

**Line 8** Enter the amount of ad valorem tax on **both cash and accrual basis**. For cash basis, report only ad valorem taxes **actually paid** to the county assessors during the year. For accrual basis, report the **actual ad valorem tax amount assessed at the mill levy date** (usually in November or December) within the year.

**Line 9** Enter that amount of ad valorem tax for **both the cash and accrual basis** that related to oil and gas production from a stripper well.

**Line 10** Enter amount of severance tax **actually withheld and remitted** to Colorado Department of Revenue for the calendar year.

**Box 11 and 12** Enter information as required.

This form may be reproduced in this format in a manner compatible with computer generation.

**Instructions for Recipients of DR 0021W**

Any producer, working, royalty or other interest owner of oil and gas produced in Colorado is required to pay severance tax. Every producer or first purchaser is required to withhold 1% of the gross income paid to every owner, and to supply an Oil and Gas Withholding Statement by March 1 of each year.

This Oil and Gas Withholding Statement form lists your gross income from the property indicated and the amount the producer or first purchaser has withheld. It also lists your share of any ad valorem taxes paid.

You must attach one copy of this form to your "Colorado Severance Tax Return" (DR 0021) in order to claim credits. If you need additional information about severance tax, see publication FY1 General 4, "Severance Tax Information for Owners of any Interest in any Oil and Gas Produced in Colorado," on our Web site [www.TaxColorado.com](http://www.TaxColorado.com)

**Print Labels** – prints labels for each owner that gets a DR-0021W.

**Select Label Type** – provides a list of supported label types.

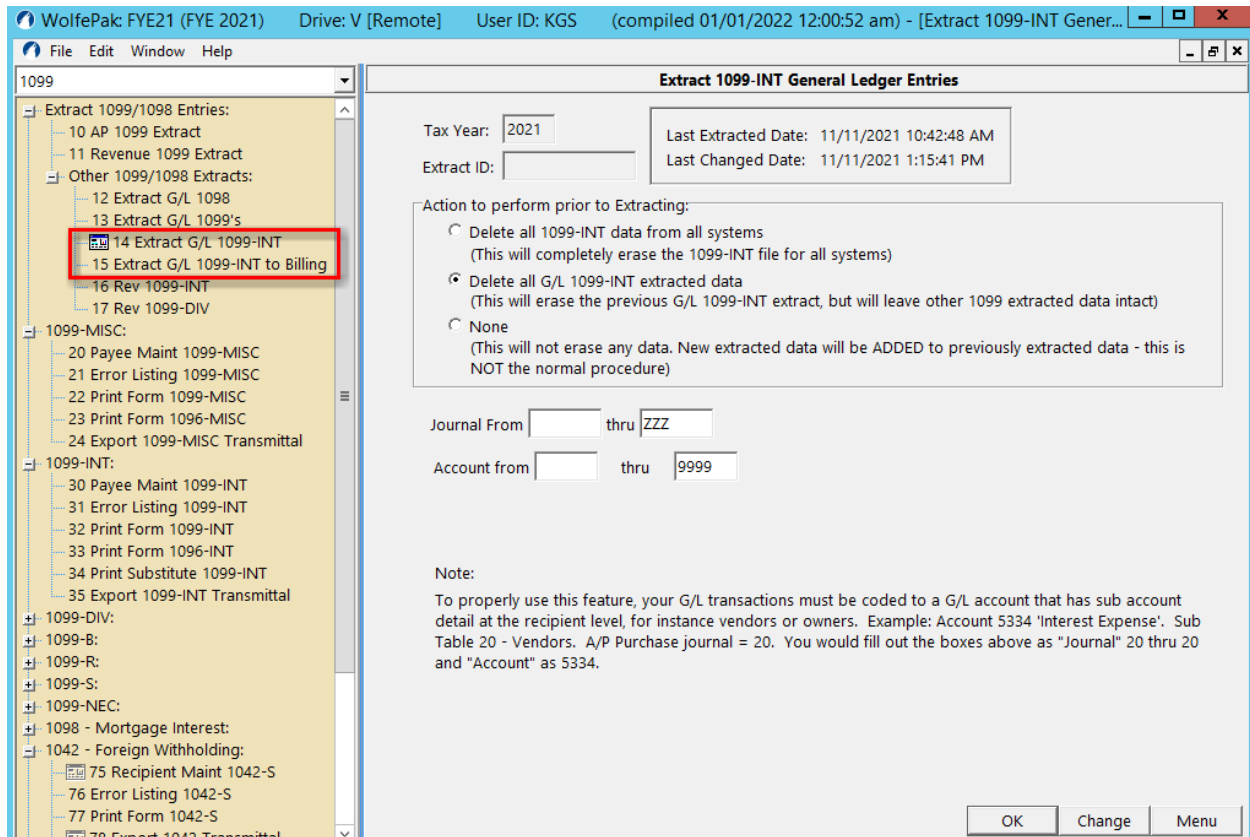
Trey Edwards 19934 Potella Dr. San Antonio, TX 78833	Buster Holley Rt. 8, Box 221 Hobbs, NM 07832	Justin Jones Rt. 3, Box 221 Tyler, TX 65498
Daniel Rutherford 3684 Main St. Chicago, IL 83883	Jason Turner Rt. 2, Box 221 Hobbs, NM 07832	Jerry Wilson 33 Westway Austin, TX 73300
WolfePak Oil & Gas Company PO Box 999 Abilene, TX 79601	Susan Alexander 3898-D Warren Ct. This will be a really long freaking addr Ft Wayne, IN 66789-	Philip Brady 33575 CR 112 Denver, CO 83771
Clark Goodrich P.O. Box 8345 New York, NY 03343	Jerry Wilson 33 Westway Austin, TX 73300	

**Total** – This option Prints a Supporting Schedule for DR 0456 Colorado Annual Reconciliation of Oil and Gas Severance Withholding (WP currently, does not support this Form). The Supporting Schedule provides a monthly summary of severance taxes deducted for the tax year being reported:

Company:FYE21		<b>Supporting Schedule for Colorado DR 0456</b>	
		Oil and Gas Severance Taxes Withheld during each month per DR 0021W	
Report Year: 2021			
Line #	Paid Month	Severance Taxes Deducted from Ck	
1	January	0.00	
2	February	0.00	
3	March	0.00	
4	April	0.00	
5	May	0.00	
6	June	0.00	
7	July	0.00	
8	August	0.00	
9	September	0.00	
10	October	0.00	
11	November	0.00	
12	December	0.00	
	Total	0.00	

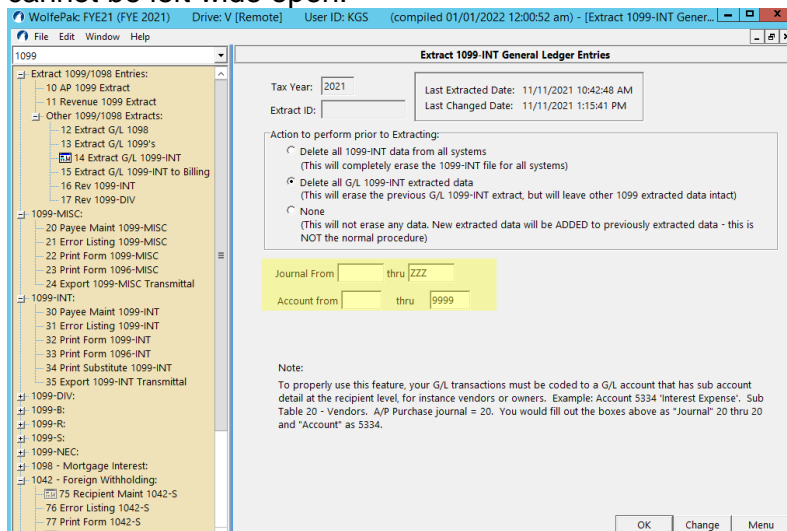
# 1099-INT Information

In WolfePak, there are three different options to extract 1099-INT's.



## Option 1 – #14 Extract G/L 1099-INT

This extract gives you the ability to extract 1099-INT Information from the G/L posted detail. It requires interest entries to be posted to a specific journal and account number. You must enter the Journal and Account range to which GL transactions are coded as the search field cannot be left wide open.



## Option 2 – #15 Extract G/L 1099-INT to Billing (rarely used option)

When using this feature, the G/L stores the Information at the Property level, and this extract creates entries based on that property's DOI. The ability to Extract G/L 1099-INT to billing will only appear if the field "% Deduct of Net Option" is set to "P – Deduct by Property" over in Revenue Billing as seen in the screenshot below.

The screenshot shows the 'Company Master Maintenance - Revenue/Billing' window. The left sidebar contains a tree view with 'Company Maintenance' expanded to '90 Company'. The main area is titled 'Company Master Maintenance - Revenue/Billing' and contains several sections:

- Separate Checks/Statements for each Partnership:** A dropdown menu is set to 'No (Break out by Owner# only)'. Below it is a note: 'Rarely used: default settings should be "No (break out by owner# only)". This feature is used when a client wants to pay each partnership out of a separate cash account within one cycle.'
- 3rd & 4th Options:** A note explaining that these options should always be used with the Transfer Petty to AR option! Failure to do so can result in any one individual owner/partnership not having enough revenue to pass the suspense test forcing the income for a partnership/owner into Suspense (and NOT reported), resulting in some strange reporting! The 3rd option: 'Netting Across Partnerships' will reduce the amount being paid by negative amounts in other partnerships. The 4th option: 'No Net across, but Min Print Amt' will not reduce the owner's payment by those partnerships with negative nets. Both options will limit total payments based on the suspense limit.
- Rollup Options:** Includes 'Group Sub-Table & Roll up level allows for summary of multiple wells on the settlement statement on an owner basis.' with a 'Group Sub-Table' field set to '105' and a 'Roll-up Level' dropdown set to 'No Rollup-Use coded Property#'.
- Fund Deducts:** A yellow highlighted section containing '% Deduct of Net Option:' set to 'P = Deduct By Pr' and '% Deduct of Net Account:'.
- Optional Partnership System:** Includes fields for 'A/R Account by Owner From' (1210) thru (1211), 'Capital Account by Owner From' (3410) thru (3411), 'Beginning Balance by Partnership:' (3510), 'Contributions by Partnership:' (3520), 'Distributions by Partnership:' (3530), and 'Income or Loss by Partnership:' (3540). It also has 'Base on' options for 'Effective Date' and 'Paid/Bill Date', and 'Journal for Contributions:' (55) and 'Journal for Rev/Bill Entries:' (56).

Buttons at the bottom include 'Chg', 'Cancel', 'Save', 'Util', and 'Menu'.

**NOTE:** when setting up this option for the first time, you will need to close out of WolfePak and log back in.

You must key in the Journal and Account range in which your GL transactions are coded.

The screenshot shows the 'Extract 1099 Entries' window. The left sidebar contains a tree view with 'Extract 1099/1098 Entries' expanded to '15 Extract G/L 1099-INT to Billing'. The main area is titled 'Extract 1099 Entries' and contains:

- Tax Year:** 2021
- Last Extracted Date:** 11/11/2021 10:42:48 AM
- Last Changed Date:** 11/11/2021 1:15:41 PM
- Action to perform prior to Extracting:**
  - Delete all 1099-INT data from all systems (This will completely erase the 1099-INT file for all systems)
  - Delete all G/L 1099-INT to Billing extracted data (This will erase the previous G/L 1099-INT to Billing extract, but will leave other 1099 extracted data intact)
  - None (This will not erase any data. New extracted data will be ADDED to previously extracted data - this is NOT the normal procedure)
- Journal From:** [ ] thru [ZZZ]
- Account:** [ ]

A note at the bottom states: 'This extract accumulates a net amount for each property, then distributes that amount to the owners. 1099 Payee records are then created for each owner. Typically, transactions in this account are negative.'

Buttons at the bottom include 'OK', 'Change', and 'Menu'.



### Option 3 – #16 Rev 1099-INT

This option will extract 1099-INT Information from the Revenue Check History. If the Check Stub product code INT is not set up, this menu item is not available.

**Note:** You can extract corporations if desired by selecting the Extract Corporations check box.

WolfePak: FYE21 (FYE 2021) Drive: V [Remote] User ID: KGS (compiled 01/01/2022 12:00:52 am) - [Extract Revenue 1099-I...

File Edit Window Help

1099

Extract Revenue 1099-INT

Extract 1099/1098 Entries:

- 10 AP 1099 Extract
- 11 Revenue 1099 Extract

Other 1099/1098 Extracts:

- 12 Extract G/L 1098
- 13 Extract G/L 1099's
- 14 Extract G/L 1099-INT
- 15 Extract G/L 1099-INT to
- 16 Rev 1099-INT
- 17 Rev 1099-DIV

1099-MISC:

- 20 Payee Maint 1099-MISC
- 21 Error Listing 1099-MISC
- 22 Print Form 1099-MISC
- 23 Print Form 1096-MISC
- 24 Export 1099-MISC Transmi

1099-INT:

- 1099-DIV:
- 1099-B:
- 1099-R:
- 1099-S:
- 1099-NEC:
- 1098 - Mortgage Interest:
- 1042 - Foreign Withholding:
- Other Options:

Master File Maintenance:

- 85 Transmittal
- 86 Company
- 87 State Tax ID
- 88 Set 1099 Year

Exit

Tax Year: 2021

Extract ID:

Last Extracted Date: None

Last Changed Date: None

Action to perform prior to Extracting:

- Delete all 1099-INT data from all systems  
(This will completely erase the 1099-INT file for all systems with the selected Extract ID)
- Delete all Revenue 1099-INT extracted data  
(This will erase the previous Revenue 1099-INT extract, but will leave other 1099 extracted data intact)
- None  
(This will not erase any data. New extracted data will be ADDED to previously extracted data - this is NOT the normal procedure)

Extract Corporations

Extract Change Menu

### Set up required for 1099-INT: 1099-INT Setup Checklist

1. Add product code INT in Check Stub Entry > 92 Product
2. Add Interest Income account in F11 Account Maint. (typically, 9701)
3. Map the Interest Income accounts in Check Stub Entry > 94 100% Account
4. Setup purchaser with Gross\$ and Net line items in Check Stub > 80 Purchaser (You can use an existing purchaser or set up a new one)
5. Add INT product code to the Purchaser
6. Create a Division Order for INT in Check Stub > 83 Division Order (F3)
7. Enter and post a check stub in Check Stub Entry for the INT product code
8. Run through a Revenue cycle

**NOTE:** When setting this up for the first time, it is necessary to close out of WolfePak and log back in.

## Setting up INT in Check Stub Entry

In Check Stub Entry > Company Maintenance > 92 Product - add the product code "INT."

Once the INT product code is set up, add the Interest Income account for the INT product code to the chart of accounts. Ensure the correct Account Type and Product Code are selected, as seen in the screenshot.

The screenshot displays two windows from a software application. The top window, titled 'Check Stub Product Master Maint.', shows a table with columns: Product Code, Unit, Working Int?, Royalty Int?, Override Int?, Revenue Use?, MinPrice, MaxPrice, CDEX Code, and WV Product. The 'INT' product code is highlighted in blue.

Product Code	Unit	Working Int?	Royalty Int?	Override Int?	Revenue Use?	MinPrice	MaxPrice	CDEX Code	WV Product
CND	BBL	Yes	Yes	Yes	Yes	25.00	125.00		Not Reported
DIV	BBL	Yes	Yes	Yes	Yes	0.00	0.00		Not Reported
GAS	MCF	Yes	Yes	Yes	Yes	1.25	15.00		Gas
INT	BBL	Yes	Yes	Yes	Yes	0.00	0.00		Not Reported
OIL	BBL	Yes	Yes	Yes	Yes	25.00	125.00		Oil
WTR	BBL	No	No	No	No	0.00	0.00		Not Reported

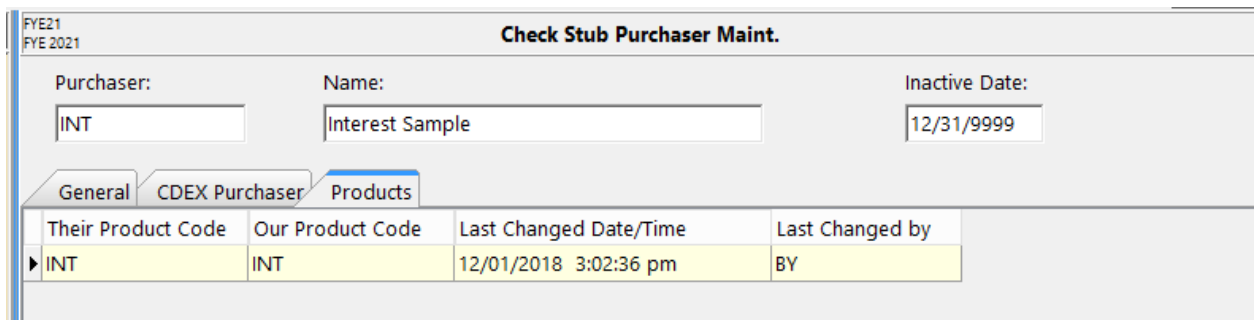
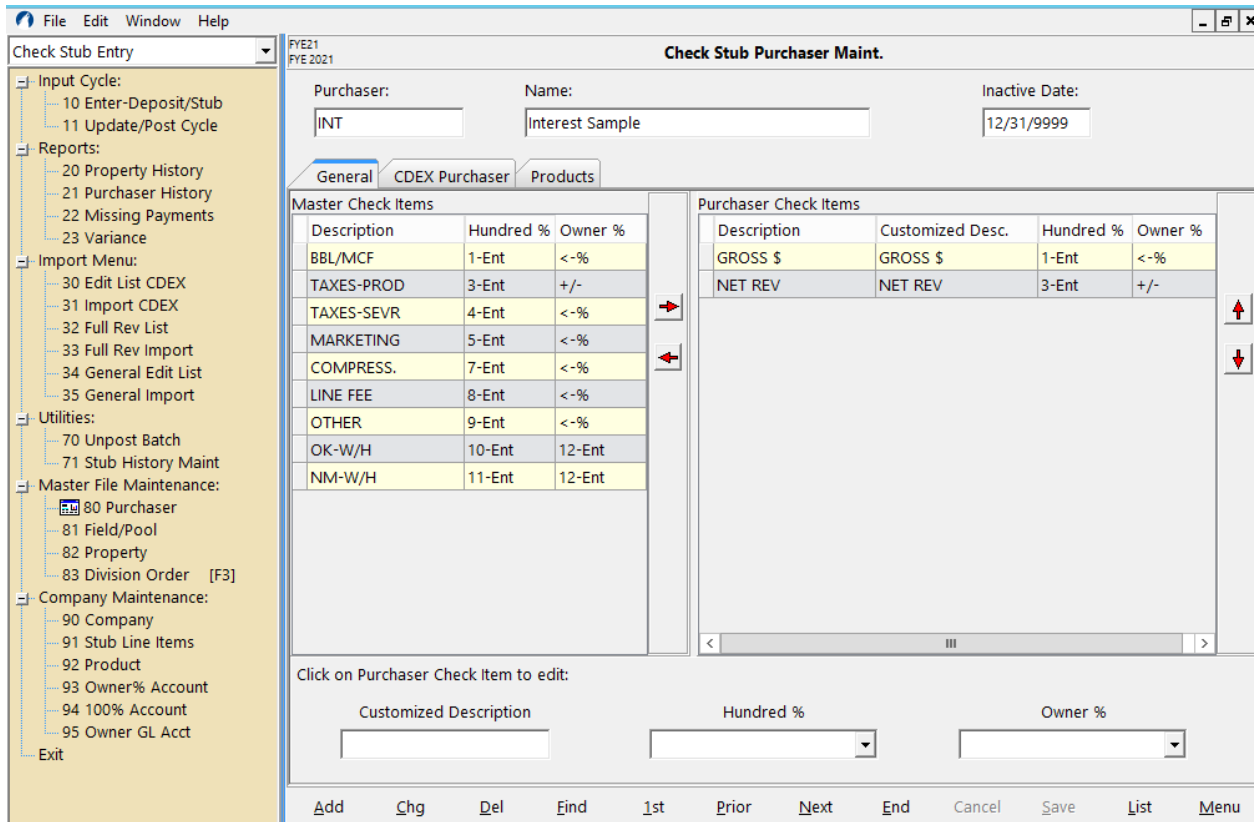
The bottom window, titled 'Account Maintenance', shows the configuration for an account. The 'Account #' is 9701, 'Sub-Table' is 50 (Leases), and 'Description' is Interest Income. The 'Date Active' is 01/01/1980 and 'Date Inactive' is 12/31/9999. The 'Account Type' is R = O/G Revenue. The 'Category Name' is GROSS (Gross) and the 'Product Code' is INT. The 'Column Description' is Interest. There are checkboxes for 'List Detail?' and 'Print Jnl Summary?'. At the bottom, there are fields for 'Offset Account #' and 'Offset Sub Account #' under the heading 'Check Stub Entry - Add-on Revenue/Billing Costs:'. Navigation buttons (Add, Chg, Del, Find, 1st, Prior, Next, End, Cancel, Save, Utilities, List, Menu) are visible at the bottom of the window.

After the account is set up, you will need to map the 100% accounts for the INT product code in Check Stub Entry. This is done by going to Company Maintenance > 94 100% Account and adding the 9701 account to the gross line from product code INT.

Product	Description	100% Interest		Royalty Interest	
		Acct	Acct Description	Acct	Description
CND	BBL/MCF	9601	Oil Sales	9801	Oil Sales (Royalty)
CND	GROSS \$	9601	Oil Sales	9801	Oil Sales (Royalty)
CND	TAXES-PROD	9602	Oil Production Tax	9802	Oil Production Tax (Royalty)
CND	TAXES-SEVR	9603	Oil Severance Tax	9803	Oil Severance Tax (Royalty)
CND	MARKETING	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	COMPRESS.	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	LINE FEE	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	OTHER	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	OK-W/H	9997	<--Account Type must be revenu	9997	DO NOT USE
CND	NM-W/H	9997	<--Account Type must be revenu	9997	DO NOT USE
DIV	BBL/MCF	9705	Dividend Income	9705	<--Account Type must be liabil
DIV	GROSS \$	9705	Dividend Income	9705	<--Account Type must be liabil
DIV	TAXES-PROD		<--Account Not Defined		<--Account Not Defined
DIV	TAXES-SEVR		<--Account Not Defined		<--Account Not Defined
DIV	MARKETING		<--Account Not Defined		<--Account Not Defined
DIV	COMPRESS.		<--Account Not Defined		<--Account Not Defined
DIV	LINE FEE		<--Account Not Defined		<--Account Not Defined
DIV	OTHER		<--Account Not Defined		<--Account Not Defined
DIV	OK-W/H		<--Account Not Defined		<--Account Not Defined
DIV	NM-W/H		<--Account Not Defined		<--Account Not Defined
GAS	BBL/MCF	9621	Gas Sales	9821	Gas Sales (Royalty)
GAS	GROSS \$	9621	Gas Sales	9821	Gas Sales (Royalty)
GAS	TAXES-PROD	9622	Gas Production Tax	9822	Gas Production Tax (Royalty)
GAS	TAXES-SEVR	9623	Gas Severance Tax	9823	Gas Severance Tax (Roy)

After adding the mapping, you will now need to decide if you're using an existing Purchaser or setting up a new one. Generally, we recommend setting up a new Purchaser; however, it is ultimately up to the customer.

You will need to ensure this Purchaser has both Gross \$ and Net Rev line items added. (Don't forget to add the INT product to the products tab.)



Once the Purchaser is setup, create a Division Order for the property that will be distributing the INT income.

To do this, go to Master File Maintenance > 83 Division Order (F3).

This check stub will need to be run through a Revenue Distribution cycle, so choose the option for Rev Distribution.

WolfePak: FYE21 (FYE 2021) Drive: V [Remote] User ID: KGS (compiled 01/01/2022 12:00:52 am) - [Check Stub Division Or...]

File Edit Window Help

Check Stub Entry

FYE21  
FYE 2021

### Check Stub Division Order Maintenance

Purchaser Property Information

Purchaser: INT Interest Sample

Property#: LA2812 Sample INT Prop

Interest Code: W Inactive Date: 12/31/9999

Products for Missing Pmt Report:  
Historical Products

General Rev/Bill Costs History

Our Property Information

Make entry to:  G/L-Owner share  Rev Distribution

Property # LA01 Oil City #1

Deck#:

Interest Type:  Working  Royalty  Override

Operator Property Information

Operator: Operator Property:

100% G/L Revenue Entries

Create Entries?:

Working Interest: 0.00000000

100% G/L Cost Entries

Tabs to see:  Rev Only  Costs Only  Both if defined

Create 100% Cost Entries?:

Ownership Percentage

Allow Change of Pcts During Entry

Net Revenue Interest: 0.07500000

Net Rev Tax Interest: 0.07500000

Total Billing Interest: 0.09375000

Add Chg Del Find 1st Prior Next End Cancel Save Utility List Menu

This completes the Check Stub Entry Module set up for the product code INT. Next, the Revenue/Billing module should be set up.

## Setting up INT in Revenue Distribution

For the Revenue Distribution module, the user must ensure that the DOI is set up properly if a DOI is not already set up that matches the percentages that need to be distributed.

To do this, go to Revenue/Billing > Master File Maintenance > Division of Interest (F3) and review the DOI or add a new one if necessary:

FYE21  
FYE 2021

### Division of Interest Maintenance

Property Maint Property: LA01 Oil City #1

Effective Date: Latest

Deck: Deck Description:

# of DOI Detail Lines: 5

Internal Description:

Suppress 100% Entries

Active

Acct	Owner	Owner's Name (Double-click name to edit that Owner)	Int Type	Susp Code	Extra Susp	Billing(WI)	Rev(NRI)	Del Int	Exemptions	Over head	Effective Date		R G
											From	Thru	
▶ 1200	DEL	deleted owner	R	PAY		0.00000000	0.20000000	ALL			/	12/9999	
1200	GETMAR	Marcie Gether	W	PAY		0.02343750	0.01875000				/	12/9999	
1200	TERCHA	Charles Terry	W	PAY		0.02343750	0.01875000				/	12/9999	
1200	WOLEXE	WolfePak Oil & Gas Company	W	PAY		0.04687500	0.03750000				/	12/9999	
1250	LA01	Oil City #1	W	PAY		0.90625000	0.72500000	ALL			/	12/9999	

Now that both modules are set up, you are able to enter a check stub into the Check Stub Entry module for the INT product code and do a revenue distribution in the Revenue Billing Module.

**1099-INT > #30 Payee Maintenance 1099-INT (Under "1099-INT")**

Perform the extract from menu item 16: Rev 1099-INT. Once the extract is complete, the data will populate #30: Payee Maintenance.

If the funds were distributed without the use of the INT product code and the user is unable to pull the information from the general ledger extract, they will need to enter the 1099-INT information manually.

**Box 7 – unsupported.**

1099-INT Payee Maintenance		2021 1099-INT	
Extracted From: GL-INT		<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted	
PAYER's name, street address, city, state, ZIP code, telephone no WOLFEPAK YEAR END 2021 TEST COMPANY 2901 S. FIRST ST. ABILENE, TX 79605 (325)677-1543		<b>Interest Income</b> 1 Interest income <input type="text" value="20,000.00"/>	
PAYER's Federal ID #: <input type="text" value="81-2775691"/>		2 Early withdrawal penalty <input type="text" value="2,000.00"/>	
RECIPIENT's ID #: <input type="text" value="488970936"/> <input type="radio"/> EIN <input checked="" type="radio"/> SSN <input type="radio"/> ITIN		3 Interest on U.S. Savings Bonds and Treas. obligations <input type="text" value="1,800.00"/>	
Name Control: <input type="text"/> <input type="checkbox"/> 2nd TIN <input type="checkbox"/> Foreign Address		4 Federal income tax withheld <input type="text" value="3,600.00"/>	
RECIPIENT's name, Street address, City, State and ZIP RILLE EWINGSTON 15884 MAIN ST. AMARILLO, TX 70098 <input type="button" value="Edit"/>		5 Investment expenses <input type="text" value="500.00"/>	
Sub-Table: <input type="text" value="101"/> Account: <input type="text" value="EWIRIL"/>		6 Foreign tax paid <input type="text" value="2.00"/>	
<input checked="" type="checkbox"/> FATCA Filing Requirement		8 Tax-exempt interest <input type="text" value="900.00"/>	
		9 Specified private activity bond interest <input type="text" value="300.00"/>	
		10 Market discount <input type="text" value="400.00"/>	
		11 Bond Premium <input type="text" value="20.00"/>	
		12 Bond premium (Treasury) <input type="text" value="30.00"/>	
		13 Bond Premium (Tax-Exempt) <input type="text" value="50.00"/>	
		15 State <input type="text" value="OH"/> OHIO	
		17 State tax withheld <input type="text" value="236.00"/>	
<input type="button" value="Add"/> <input type="button" value="Chg"/> <input type="button" value="Del"/> <input type="button" value="Find"/> <input type="button" value="1st"/> <input type="button" value="Prior"/> <input type="button" value="Next"/> <input type="button" value="End"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="List"/> <input type="button" value="Menu"/>			

**1099-INT > #31 Error Listing 1099-INT**

Like the 1099-MISC, the 1099-INT error listing menu item allows for two different functions. There is an option to "Extract for TIN Matching" to create the e-file to be uploaded to the IRS.

The error listing occurs when "Printer", "File", or "View" is clicked on which creates a summary page and alerts for any errors.

**1099-INT Edit List Form**

---

**TIN Matching**

**Extract for TIN Matching**

Creates file to be able to upload to the IRS e-services TIN Matching Program. See Publication 2108A for more information on how to sign up and submit the file.

01/01/2022 04:48 pm  
Company:FYE21

**FYE 2021  
TIN Matching Report Form**

Page 1

There were no errors.

***** TOTALS *****	1099-INT Total	Fed W/H	Memo Amt
Box 1 Interest Income:	812,500.00		
Box 2 Early withdrawal penalty:	6,000.00		
Box 3 Interest on US Savings Bonds an	8,300.00		
Box 4 Federal income tax withheld:		2,600.00	
Box 5 Investment expenses:	50,000.00		
Box 6 Foreign tax paid:	358.00		
Box 8 Tax-exempt interest:	5,000.00		
Box 9 Specified private activity bond inte	2,000.00		
Box 10 Market Discount:	1,000.00		
Box 11 Bond Premium:	5,800.00		
Box 12 Bond Premium on Treasury oblig	2,000.00		
Box 13 Bond Premium on tax-exempt bo	700.00		
Box 16 State W/H:			5,830.00
 1099-INT Totals for 3 Payees:	 893,658.00	 2,600.00	

**1099-INT > #32 Print Form 1099-INT**

When printing the 1099-INT the user will be able to print either the original, corrected, or transmitted 1099-INT forms. The corrected 1099 switch is manually selected in Payee Maintenance by the user.

Once the corrected 1099-INT's have been selected for Transmittal the system will automatically change them from "Corrected" to "Transmitted". You can mask the SSN on Copy B & Copy C.

1099-INT Interest Income

Print Options Internal (WP Only) Options

SubSystem: GL-INT

Extract ID:

Original  Corrected  Transmitted

Tax Year: 2021

Owner From  thru

Form Type to Print

Federal:

- Preprinted - Copy A for IRS
- Plain Paper - Copy B for Recipient
- Plain Paper - Copy C for Payer

State:  FEDERAL

- Plain Paper - Copy 1 for State Tax Department
- Plain Paper - Copy 2 for Filing with Recipient's State Return

Printer Offsets (Inches)

Top Margin   
 Left Margin   
 Between Forms Adjustment

Mask SSN

Printer File View Change Menu

1099-INT > #34 Print Substitute 1099-INT

Print 1099-INT Plain Paper Statements

---

NOTE: The company information (Name, Address, Phone, Fax, Tax-ID) will print based on your setup in G/L Company Maintenance.

Payer's Name and Address:  
 FYE 2021  
 2901 S. First St.  
 Abilene, TX 79605  
 Payer's Fed ID:

P.O. Box 3994  
 Abilene, TX 79604

Interest Earned on Plugging Fund:

Property #	Property Name	Total	Pct Ownership	Your Share
------------	---------------	-------	---------------	------------

**2021**  
**1099 - INT**

Recipient's ID: 75-6680126



## #35 Export 1099-INT Transmittal

**Export 1099-INT Transmittal**

Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.

Payment Year for 1099:      Original     Corrected     Transmitted

Extract ID:

Mark Extract File as a Test File

Destination for Extract File: V:\GLN32\FYE21\EDI\

## 1099-DIV Information

This extract will only pull from Revenue Check history for the DIV product code. Other than that, there is no difference in the setup required between the 1099-DIV and the 1099-INT.

### Set up required for 1099-DIV: 1099-DIV Setup Checklist

1. Add product code DIV in Check Stub Entry > 92 Product.
2. Add Interest Income account in F11 Account Maint. (typically 9705)
3. Map the Interest Income accounts in Check Stub Entry > 94 100% Account.
4. Setup purchaser with Gross\$ and Net line items in Check Stub > 80 Purchaser. (You can use an existing purchaser or setup a new one)
5. Add DIV product code to the Purchaser.
6. Create a Division Order for DIV in Check Stub > 83 Division Order (F3).
7. Enter and post a check stub in Check Stub Entry for the DIV product code.
8. Run through a Revenue cycle.

**NOTE:** When setting this up for the first time, you will need to close out of WolfePak and log back in.

## Setting up DIV in Check Stub Entry

In Check Stub Entry > Company Maintenance > 92 Product and add the product code "DIV".

The screenshot displays the 'Check Stub Product Master Maint.' window for FYE 2021. It features a table of product codes and an 'Account Maintenance' form for the selected product code 'DIV'.

Product Code	Unit	Working Int?	Royalty Int?	Override Int?	Revenue Use?	MinPrice	MaxPrice	CDEX Code	WV Product
CND	BBL	Yes	Yes	Yes	Yes	25.00	125.00		Not Reported
<b>DIV</b>	BBL	Yes	Yes	Yes	Yes	0.00	0.00		Not Reported
GAS	MCF	Yes	Yes						
INT	BBL	Yes	Yes						
OIL	BBL	Yes	Yes						
WTR	BBL	No	No						

The 'Account Maintenance' form for product code 'DIV' includes the following fields:

- Account #: 9705
- Sub-Table: 50 Leases
- Description: Dividend Income
- Date Active: 01/01/1980 Date Inactive: 12/31/9999
- Account Type: R = O/G Revenue
- On Ledger:  List Detail?  Print Jnl Summary?
- Include for Open Invoice and DocVue upload
- Category Name: GROSS Gross
- Product Code: DIV
- Column Description: DIVIDEND
- Check Stub Entry - Add-on Revenue/Billing Costs:
  - Offset Account #:
  - Offset Sub Account #:

Once the DIV product code is set up, add the Interest Income distribution account for the DIV product code to the chart of accounts. Ensure the correct Account Type and Product Code are selected, as seen in the screenshot above.

After the account is set up, you will need to map the 100% accounts for the DIV product code in Check Stub Entry.

This is done by going to Company Maintenance > 94 100% Account and adding the 9706 account to the gross line for product code DIV.

FYE21 FYE 2021		Check Stub Product Hun/Roy Acct Maint.			
Product	Description	100% Interest		Royalty Interest	
		Acct	Acct Description	Acct	Description
CND	BBL/MCF	9601	Oil Sales	9801	Oil Sales (Royalty)
CND	GROSS \$	9601	Oil Sales	9801	Oil Sales (Royalty)
CND	TAXES-PROD	9602	Oil Production Tax	9802	Oil Production Tax (Royalty)
CND	TAXES-SEVR	9603	Oil Severance Tax	9803	Oil Severance Tax (Royalty)
CND	MARKETING	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	COMPRESS.	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	LINE FEE	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	OTHER	9606	Oil Other Deduction	9806	Oil Other Deduction (Royalty)
CND	OK-W/H	9997	<--Account Type must be revenu	9997	DO NOT USE
CND	NM-W/H	9997	<--Account Type must be revenu	9997	DO NOT USE
▶ DIV	BBL/MCF	9705	Dividend Income	9705	<--Account Type must be liabil
DIV	GROSS \$	9705	Dividend Income	9705	<--Account Type must be liabil
DIV	TAXES-PROD		<--Account Not Defined		<--Account Not Defined
DIV	TAXES-SEVR		<--Account Not Defined		<--Account Not Defined
DIV	MARKETING		<--Account Not Defined		<--Account Not Defined
DIV	COMPRESS.		<--Account Not Defined		<--Account Not Defined
DIV	LINE FEE		<--Account Not Defined		<--Account Not Defined
DIV	OTHER		<--Account Not Defined		<--Account Not Defined
DIV	OK-W/H		<--Account Not Defined		<--Account Not Defined
DIV	NM-W/H		<--Account Not Defined		<--Account Not Defined
GAS	BBL/MCF	9621	Gas Sales	9821	Gas Sales (Royalty)
GAS	GROSS \$	9621	Gas Sales	9821	Gas Sales (Royalty)
GAS	TAXES-PROD	9622	Gas Production Tax	9822	Gas Production Tax (Royalty)
GAS	TAXES-SEVR	9623	Gas Severance Tax	9823	Gas Severance Tax (Roy)

After adding the mapping, you will need to decide if you will use an existing Purchaser, or set up a new one. WolfePak recommends setting up a new Purchaser; however, it is ultimately up to the client.

Make sure the Purchaser has both Gross \$ and Net Rev line items added. (Don't forget to add the DIV product to the products tab.)

FYE21  
FYE 2021

### Check Stub Purchaser Maint.

Purchaser:  Name:  Inactive Date:

General CDEX Purchaser Products

Master Check Items			Purchaser Check Items			
Description	Hundred %	Owner %	Description	Customized Desc.	Hundred %	Owner %
BBL/MCF	1-Ent	<-%	GROSS \$	GROSS \$	2-Ent	<-%
TAXES-PROD	3-Ent	+/-	NET REV	NET REV	3-Ent	+/-
TAXES-SEVR	4-Ent	<-%				
MARKETING	5-Ent	<-%				
COMPRESS.	7-Ent	<-%				
LINE FEE	8-Ent	<-%				
OTHER	9-Ent	<-%				
OK-W/H	10-Ent	12-Ent				
NM-W/H	11-Ent	12-Ent				

FYE21  
FYE 2021

### Check Stub Purchaser Maint.

Purchaser:  Name:  Inactive Date:

General CDEX Purchaser Products

Their Product Code	Our Product Code	Last Changed Date/Time	Last Changed by
▶ DIV	DIV	12/01/2018 3:46:02 pm	BY

Once the Purchaser is setup, create a Division Order for the property that will be distributing the DIV income.

To do this, go to Master File Maintenance > 83 Division Order (F3). The subsequent check stub will need to be run thru a Revenue Distribution cycle. Make sure to choose the option for Rev Distribution.

FYE21  
FYE 2021

### Check Stub Division Order Maintenance

---

**Purchaser Property Information**

Purchaser:  Dividend

Property#:   Historical Products

Interest Code:  Inactive Date:

Products for Missing Pmt Report:

---

**General** | Rev/Bill Costs | History

---

**Our Property Information**

Make entry to:  G/L-Owner share  Rev Distribution

Property #  Oil City #1

Deck#:

Interest Type:  Working  Royalty  Override

**Ownership Percentage**

Allow Change of Pcts During Entry

Net Revenue Interest:

Net Rev Tax Interest:

Total Billing Interest:

---

**Operator Property Information**

Operator:  Operator Property:

---

**100% G/L Revenue Entries**

Create Entries?:

Working Interest:

**100% G/L Cost Entries**

Tabs to see:  Rev Only  Costs Only  Both if defined

Create 100% Cost Entries?:

---

Add   Chg   Del   Find   1st   Prior   Next   End   Cancel   Save   Utility   List   Menu

This completes the Check Stub Entry Module set up for the product code DIV. Next, the Revenue/billing module will require a minimal amount of setup.

## Setting up DIV in Revenue Distribution

For the Revenue Distribution module, the user must ensure that the DOI is set up properly if a DOI is not already set up that matches the percentages that need to be distributed.

To do this, go to Revenue/Billing > Master File Maintenance > Division of Interest (F3) and review the DOI or add a new one if necessary:

Now that both modules are set up, you can enter a check stub into the Check Stub Entry module for the DIV product code and do a revenue distribution in the Revenue Billing Module.

FYE21  
FYE 2021

**Division of Interest Maintenance**

Property: LA01 Oil City #1 Effective Date: Latest

Deck: Deck Description: # of DOI Detail Lines: 5

Internal Description:  Suppress 100% Entries

Active

Acct	Owner	Owner's Name (Double-click name to edit that Owner)	Int Type	Susp Code	Extra Susp	Billing(WI)	Rev(NRI)	Del Int	Exemptions	Over head	Effective Date		R G
											From	Thru	
1200	DEL	deleted owner	R	PAY		0.00000000	0.20000000	ALL			/	12/9999	
1200	GETMAR	Marcie Gether	W	PAY		0.02343750	0.01875000				/	12/9999	
1200	TERCHA	Charles Terry	W	PAY		0.02343750	0.01875000				/	12/9999	
1200	WOLEXE	WolfePak Oil & Gas Company	W	PAY		0.04687500	0.03750000				/	12/9999	
1250	LA01	Oil City #1	W	PAY		0.90625000	0.72500000	ALL			/	12/9999	

**#40 Payee Maintenance 1099-DIV**

The 1099-DIV extract is initiated in menu item 17-Rev 1099-DIV in the 1099 module. The results of the extract will be in the 1099-DIV section.

FYE21  
FYE 2021

**1099-DIV Payee Maintenance**

Extracted From: REVDIV **2021**  
**1099-DIV**

Original  Corrected  Transmitted

PAYER's name, street address, city, state, ZIP code, telephone no  
WOLFEPAK YEAR END 2021 TEST COMPANY  
2901 S. FIRST ST.  
ABILENE, TX 79605  
(325)677-1543

PAYER's Federal ID #: 81-2775691

RECIPIENT's ID #:   EIN  SSN  ITIN

Name Control:   2nd TIN  Foreign Address

RECIPIENT's name, Street address, City, State and ZIP

Sub-Table:  Account: ZZ0001

FATCA Filing Requirement

**Dividends and Distributions**

1a Total ordinary dividends	1b Qualified dividends
<input type="text" value="20.00"/>	<input type="text" value="8.00"/>
2a Total capital gain distr.	2b Unrecap. Sec. 1250 gain
<input type="text" value="48.36"/>	<input type="text" value="5.61"/>
2c Section 1202 gain	2d Collectibles (28%)
<input type="text" value="4.89"/>	<input type="text" value="3.91"/>
2e Section 897 Ordinary Dividends	2f Section 897 Capital Gain
<input type="text" value="10.88"/>	<input type="text" value="2.00"/>
3 Nondividend distributions	4 Federal income tax withheld
<input type="text" value="5.34"/>	<input type="text" value="2.11"/>
5 Section 199A dividends	6 Investment expenses
<input type="text" value="2.20"/>	<input type="text" value="1.23"/>
9 Cash liquidation distributions	10 Non-cash liquidation distributions
<input type="text" value="0.56"/>	<input type="text" value="0.89"/>
11 Exempt-interest dividends	12 Specified private activity bond interest dividends
<input type="text" value="1.76"/>	<input type="text" value="4.22"/>
13 State	15 State tax withheld
US FEDERAL <input type="text" value="0.00"/>	

Add Chg Del Find 1st Prior Next End Cancel Save List Menu

## #41 Error Listing 1099-DIV

Like the 1099-MISC the 1099-DIV error listing menu item allows for two different functions. There is an option to "Extract for TIN Matching" which creates the e-file to be uploaded to the IRS.

The error listing occurs when "Printer", "File", or "View" is clicked on, creating a summary page and alerting the user of any errors.

**1099-DIV Edit List Form**

**TIN Matching**

**Extract for TIN Matching**

Creates file to be able to upload to the IRS e-services TIN Matching Program. See Publication 2108A for more information on how to sign up and submit the file.

01/01/2022 05:00 pm  
Company:FYE21

FYE 2021  
TIN Matching Report Form

Page 1

There were no errors.

***** TOTALS *****	1099-DIV Total	Fed W/H	Memo Amt
Box 1a Total ordinary dividends:	11,250.00		
Box 1b Qualified dividends:			11,250.00
1099-DIV Totals for 2 Payees:	11,250.00	0.00	

## #42 Print Form 1099-DIV

When printing the 1099-DIV, the user will be able to print either the original, corrected, or transmitted 1099-DIV forms. The corrected 1099 switch is manually selected in Payee Maintenance by the user. Once the corrected 1099-DIV's have been selected for transmittal, the system will automatically change them from "Corrected" to "Transmitted". You can mask the SSN on Copy B & Copy C.

1099-DIV Dividends and Distributions	
Print Options	Internal (WP Only) Options
SubSystem: REVDIV	
Extract ID: <input type="text"/>	<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted
Tax Year: <input type="text" value="2021"/>	Owner From <input type="text"/> thru <input type="text" value="ZZZZZZZZZZ"/>
<b>Form Type to Print</b> <b>Federal:</b> <input type="radio"/> Preprinted - Copy A for IRS <input checked="" type="radio"/> Plain Paper - Copy B for Recipient <input type="radio"/> Plain Paper - Copy C for Payer  State: <input type="text" value="US"/> <b>FEDERAL</b>  <input type="radio"/> Plain Paper - Copy 1 for State Tax Department <input type="radio"/> Plain Paper - Copy 2 for Filing with Recipient's State Return	<b>Printer Offsets (Inches)</b> Top Margin <input type="text" value="0.000"/> Left Margin <input type="text" value="0.000"/> Between Forms Adjustment <input type="text" value="0.000"/>  <input type="checkbox"/> Mask SSN

#### #44 Export 1099-DIV Transmittal

Select the type of file being created. Click the "OK" button at the bottom of the screen to create the file to be uploaded to the IRS. Click on the "View Log" button to view a summary of the export and its totals.

Export 1099-DIV Transmittal	
Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.	
Payment Year for 1099: <input type="text" value="2021"/>	<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted
Extract ID: <input type="text"/>	
<input type="checkbox"/> Mark Extract File as a Test File	
Destination for Extract File: V:\GLN32\FYE21\EDI\	



# 1099-R Information

1099-R's are used to report distributions from pensions, annuities, retirement/profit-sharing plans, IRA's, insurance, contracts, etc.

We do not have an option to extract these entries in WolfePak, meaning the user must create them manually in the system via the Payee Maintenance. You can print 1099-R forms or submit a transmittal file to the IRS.

## #55 Payee Maint 1099-R

FYE21 FYE 2021		1099-R Payee Maintenance		2021 1099-R													
Extracted From: GL-R		<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted															
PAYER's name, street address, city, state, ZIP code, telephone no WOLFEPAK YEAR END 2021 TEST COMPANY 2901 S. FIRST ST. ABILENE, TX 79605 (325)677-1543		<b>Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.</b>															
PAYER's Federal ID #: 81-2775691  RECIPIENT's ID #: 430569374 <input type="radio"/> EIN <input checked="" type="radio"/> SSN <input type="radio"/> ITIN  Name Control: <input type="text"/> <input type="checkbox"/> Foreign Address		1 Gross distribution <input type="text" value="100.00"/>	2a Taxable amount <input type="text" value="20.00"/>	2b Taxable amount not determined <input type="checkbox"/> Total Distribution <input type="checkbox"/>													
RECIPIENT's name, Street address, City, State and ZIP KATHY ABERNATHY 3456 S. 20TH ST. ABILENE, TX 79605 <input type="button" value="Edit"/>		3 Capital gain (included in box 2a) <input type="text" value="3.00"/>	4 Federal income tax withheld <input type="text" value="10.00"/>	5 Employee contributions / Designated Roth contributions or insurance premiums <input type="text" value="6.00"/>													
Sub-Table: <input type="text" value="20"/> Account: <input type="text" value="ABEKAT"/> <input type="checkbox"/> 12 FATCA Filing Requirement		6 Net unrealized appreciation in employer's securities <input type="text" value="1.00"/>	7 Distribution Code(s) <input type="text" value="7"/> <input checked="" type="checkbox"/> IRA/SEP/SIMPLE														
<b>By State</b> <table border="1"> <thead> <tr> <th></th> <th>14 State Tax Withheld</th> <th>15 State</th> <th>16 State distribution</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="15.00"/></td> <td><input type="text" value="OK"/></td> <td><input type="text" value="1.50"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="0.00"/></td> <td><input type="text"/></td> <td><input type="text" value="0.00"/></td> </tr> </tbody> </table>			14 State Tax Withheld	15 State	16 State distribution	1	<input type="text" value="15.00"/>	<input type="text" value="OK"/>	<input type="text" value="1.50"/>	2	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	8 Other <input type="text" value="1.50"/>	9a Your percentage of total distribution <input type="text" value="3.0"/>		
	14 State Tax Withheld	15 State	16 State distribution														
1	<input type="text" value="15.00"/>	<input type="text" value="OK"/>	<input type="text" value="1.50"/>														
2	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>														
		11. 1st Year of desig. Roth Contribution: <input type="text" value="2018"/>		13 Date Of Payment <input type="text" value="12/31/2019"/>													
Add   Chg   Del   Find   1st   Prior   Next   End   Cancel   Save   List   Menu																	

# 1099-S Information

The 1099-S is used to report proceeds from real estate transactions. We do not have an option to extract these entries in WolfePak, meaning the user must create them manually in the system via the Payee Maintenance. **The only option for the 1099-S is to create a transmittal file, as we do not currently support printing these forms.**

## #60 Payee Maint 1099-S

FYE21 FYE 2021		<b>1099-S Payee Maintenance</b>	
Extracted From: GL-S		<b>2021</b> <b>1099-S</b>	
		<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted	
<p>FILER's name, street address, city, state, ZIP code, telephone no WOLFEPAK YEAR END 2021 TEST COMPANY 2901 S. FIRST ST. ABILENE (325)677-1543</p>		<b>Proceeds from Real Estate Transactions</b>	
FILER's TIN: <input type="text" value="81-2775691"/>		1 Date of Closing <input type="text" value="04/21/2021"/>	
TRANSFEROR's TIN: <input type="text" value="430569374"/> <input type="radio"/> EIN <input checked="" type="radio"/> SSN <input type="radio"/> ITIN		2 Gross Proceeds <input type="text" value="15,000.00"/>	
Name Control: <input type="text" value="aber"/> <input checked="" type="checkbox"/> Foreign Address		3 Address or Legal Description <input type="text" value="2900 S 10th Abilene TX 79602"/>	
TRANSFEROR's name, Street address, City, State and ZIP KATHY ABERNATHY 3456 S 20TH ST ABILENE <input type="button" value="Edit"/>		4 Transferor received or will receive property or services as part of the consideration (if checked) <input checked="" type="checkbox"/>	
Sub-Table: <input type="text" value="20"/> Account: <input type="text" value="ABEKAT"/>		5 Check here if the transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) <input checked="" type="checkbox"/>	
		6 Buyer's part of real estate tax <input type="text" value="150.00"/>	

## #61 Export 1099-S Transmittal

<b>Export 1099-S Transmittal</b>	
Transmitter, Correspondence and Contact information being provided to the IRS is maintained via the Transmittal Maintenance. Please Review this information before extracting.	
Payment Year for 1099: <input type="text" value="2021"/>	<input checked="" type="radio"/> Original <input type="radio"/> Corrected <input type="radio"/> Transmitted
Extract ID: <input type="text"/>	
<input type="checkbox"/> Mark Extract File as a Test File	
Destination for Extract File: V:\GLN32\FYE21\EDI\	

# 1099-B Information

The 1099-B is used to report proceeds from Broker and Barter Exchange transactions. There is no extract currently available for the 1099-B. All data must be entered in through Payee Maintenance.

FYE21  
FYE 2021
**1099-B Payee Maintenance**

Extracted From: GL-B

Original
  Corrected
  Transmitted

**2021**  
**1099-B**

PAYER's name, street address, city, state, ZIP code, telephone no  
 WOLFEPAK YEAR END 2021 TEST COMPANY  
 2901 S. FIRST ST.  
 ABILENE, TX 79605  
 (325)677-1543

PAYER's Federal ID #:   
  
 RECIPIENT's ID #: 

EIN
  SSN
  ITIN

 Name Control:   2nd TIN  Foreign Address  
 RECIPIENT's name, Street address, City, State and ZIP  
 KATHY ABERNATHY  
 3456 S. 20TH ST.  
 ABILENE, TX 79605
 

Edit

**Proceeds From Broker and Barter Exchange Transactions**  
 Applicable check box on Form 8949  
 Transaction - if you cannot determine whether the recipient should check box B or Box E on Form 8948 because the holding period is unknown  
  

Box 2  
 Short-Term  
 Long-Term  
 Ordinary & Short-Term  
 Ordinary & Long-Term  
 None

Box 3  
 Collectibles  QOF  
  
 4 Federal income tax withheld

Box 5  
 Noncovered Security Basis not reported to the IRS  
 Noncovered Security Basis reported to the IRS  
 Not a Noncovered Security

Box 6  
 Gross  Net  None

7 If checked, loss is not allowed on amount in 1d

8 Profit (or loss) realized in 2019 on closed contracts

9 Unrealized profit (or loss) on open contracts - 12/31/2018

10 Unrealized profit (or loss) on open contracts - 12/31/2019

11 Aggregate profit (or loss) on contracts

12 Check if basis reported to IRS

13 Bartering

16 State Tax Withheld:

17 State

Sub-Table:  Account:   
 FATCA Filing Requirement

1a Description of property.	1b Date acquired	1c Date sold or disposed	1d Proceeds	1e Cost or other basis	1f Accrued market discount	1g Wash sale loss disallowed
test	01/01/1980	10/15/2021	120,000.00	10,800.00	6,000.00	3,000.00

Add
Chg
Del
Find
1st
Prior
Next
End
Cancel
Save
List
Menu

The 1099-B has menu items for the Error Listing and TIN Matching. In addition, WP supports printing the 1099-B forms as well as creating a transmittal file.

1099 Year-End Reporting

Page 75

# 1098 – Mortgage Interest

1098 – Mortgage Interest is the only type of 1098 that WolfePak supports at this time. This information can be extracted from the General Ledger or can be manually entered in the payee maintenance.

## Other 1099/1098 Extracts: #12 Extract G/L 1098

To perform the extract, enter the journal and account that the 1098 information has been entered. The note displayed on the bottom of the screen gives a good example of how this should be handled.

**Extract 1098 General Ledger Entries**

Tax Year:       Last Extracted Date: None  
Extract ID:       Last Changed Date: None

Action to perform prior to Extracting:

Delete all G/L 1098 extracted data  
(This will erase all previous 1098 extracts)

None  
(This will not erase any data. New extracted data will be ADDED to previously extracted data - this is NOT the normal procedure)

Journal From  thru

Account:

Note: To properly use this feature, your G/L transactions must be coded to a G/L account that has sub-account detail at the payor level, for instance customers. Example: Account 4335 - 'Mortgage Interest Income'. Sub-table 10 - Customers. Deposit journal 10. You would fill out the boxes above as "Journal" 10 thru 10 and "Account" as 4335. We are limiting the extract to only journal 10 because, in this example, all the interest income entries were recorded via Deposit Entry (which we are recording in journal 10) and all the interest income was paid in the same year they were recorded in. The minus sign for the interest income account is automatically changed to a positive.

**TAX ID number:** To get the Tax ID information to pull in for the Customer Sub-Table, the Revenue/Billing or A/P tab needs to be added to the Customer Sub-Table. Otherwise, the data will extract without a Tax ID number attached to it for the 1098.

The 1098 menu items contain an Error listing and TIN matching. The client can also print the 1098 forms or create a transmittal file to be submitted to the IRS.

## Quick Reference for Other 1099 Options

### General:

- If filing 250 or more 1099's, then they must be submitted electronically
- If filing 249 or less, they may be submitted electronically or on paper
- Files save in GLN32\company code\EDI\1099 File)

### 1099-INT: for reporting Interest Income

- Requires prior setup
- Has a GL extract, GL to billing extract, and a Revenue extract
- Can be printed (plain paper or pre-printed stock) or transmitted electronically
- Ability to file corrections
- Box 7 not supported

### 1099-DIV: for reporting Dividends and Distributions

- Requires prior setup
- Has a Revenue extract only
- Can be printed (plain paper or pre-printed stock) or transmitted electronically
- Ability to file corrections
- Boxes 5, 6, 7 & 13 are not supported

### 1099-R: for reporting distributions from Pensions Annuities, Retirement or Profit-Sharing Plans, IRA's Insurance, Contracts, etc.

- No extract - must be entered in manually
- Can be printed (plain paper or pre-printed stock) or transmitted electronically
- Ability to file corrections.

### 1099-S: for reporting proceeds from Real Estate Transactions.

- No extract - must be entered in manually
- This form can only be transmitted, no print option

### 1099-B: for reporting proceeds from Broker and Barter Exchange Transactions.

- No extract - must be entered in manually
- Can be printed (plain paper or pre-printed stock) or transmitted electronically
- Ability to file corrections

### 1098: for reporting Mortgage Interest.

- Has GL extract
- Can be printed (plain paper or pre-printed stock) or transmitted electronically.