

How to Delete a Payee Not Needed

- ***If a file has been paid for, it cannot be deleted!***
- If it has ***not*** been paid for, begin at the *Main Menu*, locate the file with green letters, that holds the payee's name you want to delete.
- *Click on the name you want to delete.*

DISPLAY PAYEES FOR:
1099-NEC

Joans Company Ext=nec FileIndex=169641

TaxID: 458678942 Tax Year: 2020

ADD PAYEE MAIN MENU CHECKOUT VIEW / CHANGE FILER

No.	Tax ID Number	Payee Name
1	568974123	Smith Plumbing
2	321587541	Georgies Cleaning

- Click 'delete' then save. The payee will be permanently deleted from the file.

Void Corrected Delete

PAYER'S name, street address, city, state, and ZIP code
Joans Company
7204 Desert Jewel
El Paso TX 79104

OMB No. 1545-0115
2020
1099-NEC

Nonemployee Compensation

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.

PAYER'S Federal Tax ID
458678942

RECIPIENT'S identification No.

1 Nonemployee compensation
\$

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

RECIPIENT'S Name and Address
 First & Last Name1
 dba, partners, etc.
 Address
City State Zip

3

4 Federal income tax withheld
\$

Account Number

FATCA Filing requirement

5 State tax withheld
\$

6 State/Payer's state no.

7 State income
\$

Form **1099-NEC** Foreign Address

(Keep for your records.) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

 SAVE

 BACK / CANCEL

Select State Find 2 character state code.