

## Creating a New Company also known as New Filer

- From the *Main Menu* scroll down to the middle of the page and click on *New Company*.

WAGE FILING.COM  
prepare. e-file. done.

Deadline for W2 & 1099-NEC is 1/31  
Deadline for 1099-MISC is 3/31

HOME MAIN MENU CREATE ACCOUNT LOGOUT FILE A CORRECTION FILE 1099-NEC FAQ CONTACT US

MAIN MENU Earliest Tax Year: 2005 NEC State Requirements

Logged in as: 1099Express Destinie Pearson, destinie@1099express.com CustID: 33689

FILE NUMBER	TAX YEAR	FILING COMPANY	FORM TYPE	MOVE FILES TO CHECKOUT	E-FILED	STATUS
169641	2020	Joans Company 458678942	1099-NEC	<input type="checkbox"/>	<input type="checkbox"/>	Waiting-UnPaid

Click the **GREEN LINK ABOVE** to Add/Edit that Company's forms.

If you have completed a filing company and are ready to checkout, please check the box associated with that company and click Checkout.

**NEW COMPANY** ← Start here to setup a NEW company for any Tax Year ([more info](#))

**CHECKOUT** ← Select files above to pay and print for your forms ([more info](#))

**FILE MANAGER** ← Click here to View 1096/W-3's, Bring Files Forward and View e-File Confirmations ([more info](#))

**EDIT ACCOUNT** ← Edit or change your login credentials

- You will be taken to a screen where you will select which form type, you should use.

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prepare. e-file. done.

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### Filer Setup

Select the Form Type for this new Filer...

- 1099-NEC**  
For Non-Employee Compensation in 2020 and forward
- 1099-MISC v.2020**  
For Rents, Royalties, Attorney and other payments for 2020 and past years NEC
- FORM W-2**  
Employee Payments all tax years including 2020

1099-Misc are forwarded to the states, 1099-NEC are not  
[NEC State Requirements](#)

[Instructions for 1099-NEC and 1099-Misc](#)

- If you are not certain which form to use, click on the link for instructions which is provided towards the top of the screen.
- Once the form type has been selected, you will be prompted to fill out the *New Company* information, then click *Save Filer*.

**\*\*Note: if you don't have a fax number, put in NA or your telephone number.\*\***

- Return to the Main Menu.
- A file will be created for the selected form type at the main menu.
- The letters of the name of the new company will be in green. As seen below.

The screenshot shows the WAGE FILING.COM website. The header includes the logo, a calendar icon for 'JAN 31', and deadline information: 'Deadline for W2 & 1099-NEC is 1/31' and 'Deadline for 1099-MISC is 3/31'. The navigation menu contains: HOME, MAIN MENU, CREATE ACCOUNT, LOGOUT, FILE A CORRECTION, FILE 1099-NEC, FAQ, CONTACT US.

Below the navigation, there is a 'MAIN MENU' section with 'Earliest Tax Year: 2005' and a 'NEC State Requirements' button. The user is logged in as '1099Express Desti' with 'CustID: 3368'.

FILE NUMBER	TAX YEAR	FILING COMPANY	FORM TYPE	MOVE FILES TO CHECKOUT	E-FILED	STATUS
169641	2020	Joans Company 458678942	1099-NEC	<input type="checkbox"/>	<input type="checkbox"/>	Waiting-UnPaid

Below the table, there is a message: 'Click the GREEN LINK ABOVE to Add/Edit that Company's forms.' and another message: 'If you have completed a filing company and are ready to checkout, please check the box associated with that company and click Checkout.'

➤ To move to the next step, you must click on the *green letters*.