

## Entering a Payee(s)

- After clicking on the **green** letters of the file name, the Display Payees screen will appear.

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

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

- You should verify the information for the new company is correct before clicking on the *Add Payee* button on the left of the screen.
- Once you click the *Add Payee* button, a small 1099-Misc, 1099-NEC, or W-2 will appear on the screen.
- Fill out the recipient's information on the form.

PAYER'S name, street address, city, state, and ZIP code Joans Company 7204 Desert Jewel El Paso TX 79104		OMB No. 1545-0115 <b>2020</b> 1099-NEC	<b>Nonemployee Compensation</b>  <b>Copy B</b> <b>For Recipient</b>  <small>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.</small>	
PAYER'S Federal Tax ID 458678942	RECIPIENT'S Identification No. <input type="text"/>	1 Nonemployee compensation \$ <input type="text"/>		
RECIPIENT'S Name and Address <input type="text"/> First & Last Name <sup>1</sup> <input type="text"/> dba, partners, etc. <input type="text"/> Address City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>  3 <input type="text"/>  4 Federal income tax withheld \$ <input type="text"/>		
Account Number <input type="text"/>	FATCA Filing requirement <input type="checkbox"/>	5 State tax withheld \$ <input type="text"/>		6 State/Payer's state no. <input type="text"/>
Form <b>1099-NEC</b> <input type="checkbox"/> Foreign Address		(Keep for your records.) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service		
<input type="button" value="SAVE"/>		<input type="button" value="BACK / CANCEL"/>		
		Select State <input type="text"/> Find 2 character state code		

- The *Company/Filer* information should already be visible.
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- Once you are certain the information is correct, save the form and add the next Payee if applicable.
- After all Payees have been entered and saved, return to the main menu to check out.