

I need my 1096 or W-3

- To view or print the 1096 or W-3, you must begin at the *Main Menu*, scroll down to *File Manager*.
- At the *File Manager* page, select the desired file by clicking on the circle to the right of the name, then scroll down and click on *View/Print Totals*.

The screenshot shows the 'File Manager' interface. At the top, it says 'Logged in as: 1099Express, Destinie Pearson, destinie@1099express.com'. Below this is a table with columns: FILE, TAX YEAR, FILING COMPANY, FORM TYPE, SELECT, E-FILED, and STATUS. The table contains two rows of data. Below the table are five action buttons: 'MAIN MENU', 'VIEW/PRINT TOTALS', 'BRING FILES FORWARD', 'BRING COMPANY FORWARD', and 'DELETE FILES'. A red arrow points to the 'VIEW/PRINT TOTALS' button.

FILE	TAX YEAR	FILING COMPANY	FORM TYPE	SELECT	E-FILED	STATUS
169641	2020	Joans Company 458678942	nec	<input type="radio"/>	<input type="checkbox"/>	UnPaid
169747	2021	Joans Company 458678942	nec	<input type="radio"/>	<input type="checkbox"/>	UnPaid

- MAIN MENU** Go back to the main menu
- VIEW/PRINT TOTALS** Select your file above to view and print 1096/W3 totals and e-filing confirmations.
- BRING FILES FORWARD** Select a file above to move your company data and payees forward for the 2021 tax year. **Warning - Please Read**
- BRING COMPANY FORWARD** Select your file above to copy your company data without Payees. Use this feature when adding a missing Payee from an original file or filing corrections. **Warning - Please Read**
- DELETE FILES** This should only be used to delete unpaid files. If you select a file that has been paid you will lose this data permanently and you will have to redo.

- The 1096/W-3 will open in a new tab. If the file has been e-Filed; the customer can click on *View e-Filing Confirmation* towards the bottom of the page to see that information.

1096/W-3 style Totals Summary and Reconciliation page

(Keep For Your Records - Do not file)

Tax Year: 2020

2020

File Number: 169641

Form Type: IRS Form 1099-NEC

Payer:

Joans Company

7204 Desert Jewel, El Paso, TX 79104

Phone: 9104567894 E-Mail: Optional

Totals:

Box1= \$1,477.00

Box4= \$0.00

Box5= \$0.00

Box7= \$0.00

Total Payees: 2

FileIndex=169641

[View e-Filing Confirmation](#)

[Print Form 1096 using these Totals](#)

- To print a blank 1096/W-3 form, click the link at the bottom of the page.