



# 1099K

## User Guide

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## **Statement of Confidentiality**

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# About This Guide

This document describes the 1099K application.

## Audience and Purpose

This guide is intended for the admin users who are responsible for generating the 1099K form Data to be uploaded for IRS and the ordinary users who can view various reports on transactions and merchants.

## Documents Conventions

**Table 1:** Document Conventions

Convention	Description
Bold	
<i>Italics</i>	
Acronyms	
<b>NOTE:</b>	

Table 1 lists the abbreviations used in the document.

Table 1: Abbreviations

Abbreviations	Description
RS	RS Software
BRD	Business Requirement Document
TIN	Taxpayer Identification Number
MCC	Merchant Category Code
VPN	Virtual Private Network

## Document History

Table 2 shows the change history of the document.

Table 2: Document Changed History

Created on	Created by	Changed On	Changed By	Reviewed By
03/31/2017	RS	mm/dd/yyyy		



# 1. Introduction

1099K is a sub-application under the Bill2Pay system is designed to automate the printing of IRS 1099K and electronic filing. This will help to avoid penalties incurred due to invalid merchant TIN submission to IRS.

The application summarizes the volume of online transactions of the registered merchants. This data is used by Bill2Pay system to calculate the IRS taxes for various government departments (federal or State.)

## 1.1 User and User Roles

1099K has two user roles:

- **Admin**—The administrator having access to all modules of the application. This role is mapped to [admin@b2p.com](mailto:admin@b2p.com). The admin user is responsible for operating the 1099K application and performs various tasks to generate the 1099K form.
- **User** – This user role has view-only access to the modules. This role is mapped to [user@b2p.com](mailto:user@b2p.com)

## 1.2 Features

1099K has these functionalities:

- Imports data from Bill2Pay systems.
- Determine the business logic needed to present the data in IRS 1099K form.
- Generate all copies of the IRS 1099K form that can be downloaded and printed as per IRS-specified format.
- It will help to avoid any penalties incurred due to invalid merchant TIN submission to IRS in IRS-specified format.
- Generate the file to be supplied to the IRS Tax Identification Number (TIN) matching website for validating the merchant name and TIN against IRS records.
- Generate the file to be used for IRS 1099K electronic submission.

- Generate IRS form 1099K correction file that will be used for IRS electronic submission.
- Store responses sent by IRS after 1099K form submission.
- Generate reports based on the imported data and IRS responses.

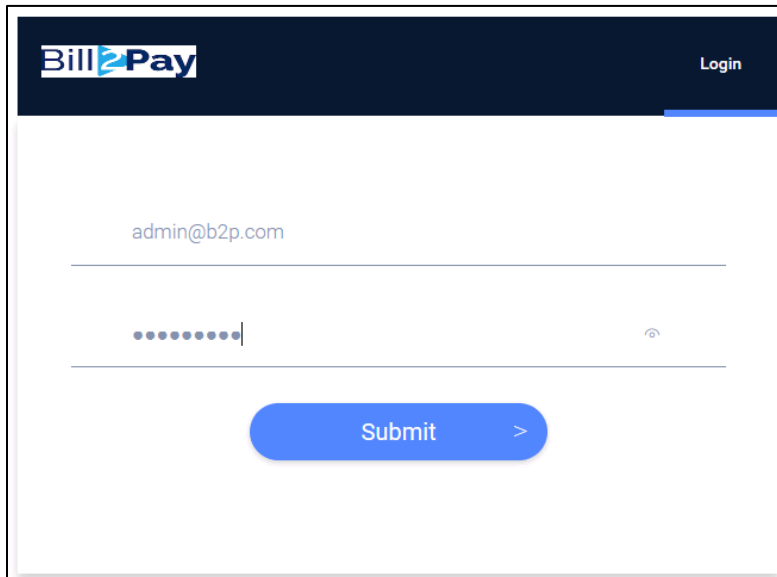
## 1.3 Log In

Initially the application is configured with two users.

1. Username/Password: admin@b2p.com / Admin@123
2. Username/Password: user@b2p.com / User@123

The users need to log in to the application using the link provided. The log in screen allows the user to enter the ID and password. When accessing the application for the first time the user need to use the default password.

**Figure 1-1: Bill2Pay Log In**



### Reset Password

During first time log in the application will prompt to change the default password as shown in

## Introduction

### 1099K Listing Page

Figure 1-2: Reset Password

admin@b2p.com  
admin@b2p.com

1099 K  
Merchant Management  
Import  
Report

### Reset password.

Reset your default password.

Email: admin@b2p.com

Password:

Confirm password:

Reset

**NOTE:** It is recommended to change the default password at first login.

## 1.4 1099K Listing Page

On a successful log in the users will see the landing page showing the 1099K Listings as shown in Figure 1-3.

Figure 1-3: 1099K Home Page

Select Year: 2016 Select Payer: -- All --

TIN Matching Input IRS FIRE Test Input IRS FIRE Input IRS FIRE Correction Input Generate PDF File Change Status

Show 10 entries Search:

	1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input type="checkbox"/>		NASSAUBOCC	5-12	Board of County Commissioners	9613 Nassau Place	9399		
<input type="checkbox"/>		BOONE	3-15	Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
<input type="checkbox"/>		BHADSALES	0-1	Bright House Networks	700 Carillon Parkway Suite 3	9399		
<input type="checkbox"/>		CARROLL	5-10	Carroll County Treasurer	225 N CENTER ST Room 103	9399		
<input type="checkbox"/>		ATLANTIC	6-17	City of Atlantic Beach	800 Seminole Road	9399		
<input type="checkbox"/>		BOYNTON	6-12	City of Boynton Beach	100 E BOYNTON BEACH BLVD	9399		
<input type="checkbox"/>		COJ	5-14	City of Jacksonville Duval County Tax Co	231 E FORSYTH ST Room 212	9399		

The home has links for performing various tasks. This page is the default landing page for all users. Once the *import transaction* process is complete, the merchant listing is also shown in this page.

.

## 2. Generating 1099K Data

The admin user is responsible for generating the 1099K data. These are:

- Import data from Bill2Pay systems
- Download TIN Matching File
- TIN matching-Upload file manually to IRS
- IRS test file generation-Upload file manually to IRS
- IRS File Generation-Upload file manually to IRS
- IRS correction file generation-Upload file manually to IRS
- Correction 1 (transaction related), correction 2 (merchant at related info)

### 2.1 Step 1: Import Transaction Data from Bill2Pay Systems

The import data task is done using the **Import Transaction** menu. Selecting the Import Menu shows the transaction data import options on screen as shown in Figure 2-1.

Figure 2-1: Import Options

The screenshot displays the Bill2Pay web application interface. The top navigation bar includes links for 1099 K, Merchant Management, Import, and Report. The left sidebar shows the user profile (admin@b2p.com) and navigation options: 1099 K, Merchant Management, Import (selected), Import Transaction, Import TIN Matching, and Report. The main content area is titled 'Import' and features a 'Select Year' dropdown set to 2016 and a 'Select Payer' dropdown. Below these is a section for 'Upload Transaction file here' with a list of steps: prepare transaction data in .csv format, don't include column header, order of columns, save .csv file, create zip archive, and upload .zip file. At the bottom are 'Browse...' and 'Import' buttons. On the right, a 'Last Imported Summary' box provides details: 1099K Import Process Starts, Import Date: Mar 28 2017 5:52AM, File Name: B2P\_EDITED.csv, Transaction Count: 3048429, and account information.

From this screen, user can import transaction data for 1099 K filing.



## Generating 1099K Data

### Step2: Download TIN Matching File

#### To import transaction data

1. Select the year for which the filing will be made in the **Select Year** field.
2. Select the payer under which merchant belongs in the **Select Payer** field.
3. Navigate to the path where the matching file is located file to be uploaded by clicking **Browse**.
4. Select **Import**.

The import process runs in the background. The user can navigate through the application while the import process is running. Once the import process is complete, the import status is shown under Last Imported Summary section as marked in Figure 2-1.

## 2.2 Step2: Download TIN Matching File

To generate TIN matching response from IRS, TIN matching request file need to be generated from the application. Generated file will prompt to save in user local machine.

#### To Download TIN Matching File

1. In 1099K listing screen select the merchants for who the TIN Matching file will be downloaded.
2. Select TIN Matching Input button.
3. The system will ask for the path where the file will be saved as shown in

Figure 2-2: Downloaded File Path

The screenshot shows a web application interface for managing 1099K data. At the top, there are dropdowns for 'Select Year' (set to 2016) and 'Select Payer' (set to '-- All --'). Below these are several buttons: 'TIN Matching Input', 'IRS FIRE Test Input', 'IRS FIRE Input', 'IRS FIRE Correction Input', 'Generate PDF File', and 'Change Status'. A yellow arrow points to the 'TIN Matching Input' button. Below the buttons is a 'Show 10 entries' dropdown and a search bar. The main part of the screen is a table with columns: 1099-K, Client Code, TIN, Merchant Name, Address, MCC, TIN Status, and IRS Status. The table contains six rows of merchant data. At the bottom, a dialog box is open asking 'What do you want to do with TinMatch.txt (2.01 KB)? From: 192.168.68.5'. The dialog has three buttons: 'Save', 'Save as', and 'Cancel'.

1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input checked="" type="checkbox"/>	NASSAUBOCC	2	Board of County Commissioners	9613 Nassau Place	9399	Green	Blue
<input checked="" type="checkbox"/>	BOONE	5	Boone County Treasurer	1212 LOGAN AVE STE 104	9311	Red	Blue
<input checked="" type="checkbox"/>	BHADSALAS	1	Bright House Networks	700 Carillon Parkway Suite 3	9399	Green	Blue
<input checked="" type="checkbox"/>	CARROLL	0	Carroll County Treasurer	225 N CENTER ST Room 103	9399	Green	Blue
<input checked="" type="checkbox"/>	ATLANTIC	7	City of Atlantic Beach	800 Seminole Road	9399	Green	Blue
<input checked="" type="checkbox"/>	BOYNTON	2	City of Boynton Beach	100 E BOYNTON BEACH BLVD	9399	Green	Blue

## 2.3 Step 3: Upload IRS TIN Matching Response File

The TIN matching response file needs to be uploaded into the system after receiving from.

### To upload the TIN Matching Response File

1. Select Import TIN Matching menu. The upload TIN matching response file options appear as shown in Figure 2-3.

Figure 2-3: Upload TIN Matching Response File Options



The screenshot shows the 'Import TIN Matching' screen in the Bill2Pay system. The sidebar on the left contains navigation links: '1099 K', 'Merchant Management', 'Import' (selected), 'Import Transaction', 'Import TIN Matching', and 'Report'. The main area features a 'Select Year' dropdown menu currently set to '2016'. Below this, a text instruction reads 'Upload TIN matching response file here.' followed by a 'Steps' section with the following instructions:

- The file extension should be .txt
- Do not include header row.
- Each line of the file should have single record and should be separated by carriage return.
- Order of the fields should be like below
  - TIN type
  - TIN
  - Name
  - Client Code
  - TIN matching response code
- Value of the fields should be separated by ';' (semi colon)

At the bottom of the main area, there is a text input field with a 'Browse...' button next to it, and an 'Import' button to the right.

2. Select the year for which the filing will take place in **Select Year** field.
3. Select the file to be uploaded by clicking **Browse** in the browse field and then navigate to the path where the matching file is located.
4. Select **Import**. The import process start at the backend and when the upload is complete user get a confirmation message.

Once response is uploaded, the users can view the TIN Matching status on the 1099K listing screen. Following statuses are reflected in the 1099K listing screen:

-  **TIN Match Successful**—This means that IRS has responded with a successful match of TIN and Merchant Name.
-  **TIN Match Unsuccessful**—This means that IRS has responded with an unsuccessful match of TIN and Merchant Name. The reason reported by IRS is shown in the tooltip.

Ideally, all the response codes returned by IRS TIN matching service should be 0. Following are the possible return codes sent by IRS:

- **0**—Indicates the name/TIN combination matches IRS records.
- **1**—Indicates TIN was missing or TIN is not a 9 digit number.



- **2**—Indicates TIN entered is not currently issued.
- **3**—Indicates the name/TIN combination does not match IRS records.
- **4**—Indicates an invalid TIN Matching request.
- **5**—Indicates a duplicate TIN Matching request.
- **6**—This matched on SSN, when the TIN type is (3), unknown, and a Matching TIN and name control is found only on the NAP DM1 database.
- **7**— This is matched on EIN, when the TIN type is (3), unknown, and a matching TIN and name control is found only on the EIN/NC database.
- **8**—This is matched on EIN and SSN, when the TIN type is (3), unknown, and matching TIN and name control is found only on both the EIN/NC and NAP DM1 databases.

## 2.4 Step 4: Generate IRS Input File

Generate IRS Input file is restricted for the admin user.

This will generate the IRS FIRE Input file in IRS-specified fixed length file format for the selected payee(s)/merchant(s).

IRS Input file will be downloaded into user's local machine and required to be uploaded into the IRS FIRE system manually.

**NOTE:** *IRS FIRE Test service requires registration to be done prior to using the service. For Combined Federal/State filing, IRS requires to submit a test file first to be eligible to submit the actual return for the first year. From the second year onwards it is recommended to submit a test file before actual filing.*

### Generate the IRS Input file

Three different type of IRS Input can be generated depend on payee state.

1. **IRS Test file:** For the selected payee in 1099K listing page, by clicking on "**IRS File Test Input**" button, File will be generated and prompt to download in User local machine as shown in Figure 2-3.

Figure 2-4: IRS Test File Generation

Select Year: 2016 Select Payer: -- All --

TIN Matching Input IRS FIRE Test Input IRS FIRE Input IRS FIRE Correction Input Generate PDF File Change Status

Show 10 entries Search:

<input checked="" type="checkbox"/>	1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input checked="" type="checkbox"/>		NASSAUBOCC	591863042	Board of County Commissioners	9613 Nassau Place	9399		
<input checked="" type="checkbox"/>		BOONE	366006525	Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
<input checked="" type="checkbox"/>		BHADSALES	020636401	Bright House Networks	700 Carillon Parkway Suite 3	9399		
<input checked="" type="checkbox"/>		CARROLL	526000910	Carroll County Treasurer	225 N CENTER ST Room 103	9399		
<input checked="" type="checkbox"/>		ATLANTIC	596000267	City of Atlantic Beach	800 Seminole Road	9399		

2. **IRS Fire Input:** For the selected payee in 1099K listing page, by clicking on “**IRS File Input**” button, File will be generated and prompt to download in User local machine as shown in Figure 2-3.

Figure 2-5: Generated IRS Input File

Select Year: 2016 Select Payer: -- All --

TIN Matching Input IRS FIRE Test Input IRS FIRE Input IRS FIRE Correction Input Generate PDF File Change Status

Show 10 entries Search:

<input checked="" type="checkbox"/>	1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input checked="" type="checkbox"/>		NASSAUBOCC		Board of County Commissioners	9613 Nassau Place	9399		
<input checked="" type="checkbox"/>		BOONE		Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
<input checked="" type="checkbox"/>		BHADSALES		Bright House Networks	700 Carillon Parkway Suite 3	9399		
<input checked="" type="checkbox"/>		CARROLL		Carroll County Treasurer	225 N CENTER ST Room 103	9399		
<input checked="" type="checkbox"/>		ATLANTIC		City of Atlantic Beach	800 Seminole Road	9399		

3. **IRS Fire Correction Input:** For the selected payee in 1099K listing page, by clicking on “**IRS File Correction Input**” button, File will be generated and prompt to download in User local machine as shown in Figure 2-3.

## Generating 1099K Data

### Step 4: Generate IRS Input File

Figure 2-6: IRS Correction Input

<input checked="" type="checkbox"/>	1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input checked="" type="checkbox"/>		NASSAUBOCC	5-2	Board of County Commissioners	9613 Nassau Place	9399		
<input checked="" type="checkbox"/>		BOONE	3-5	Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
<input checked="" type="checkbox"/>		BHADSALES	0-1	Bright House Networks	700 Carillon Parkway Suite 3	9399		
<input checked="" type="checkbox"/>		CARROLL	5-0	Carroll County Treasurer	225 N CENTER ST Room 103	9399		
<input checked="" type="checkbox"/>		ATLANTIC	5-7	City of Atlantic Beach	800 Seminole Road	9399		

There can be two types of corrections as per IRS specification:

1. **One Transaction Correction**—If the original return was filed with one or more of the following error types:
  - Incorrect payment amount codes in the Payer **A** record.
  - Incorrect payment amounts in the Payee **B** record.
  - Incorrect code in the distribution code field in the Payee “B” Record.
  - Incorrect payee indicator. (Payee indicators are non-money amount indicator fields located in IRS-specific form record layouts of the Payee **B** record between field positions 544-748.)
  - Return was not filed.
2. **Two Transaction Correction**—If the original return was filed with one or more of the following error types:
  - No payee TIN (SSN, EIN, ITIN, QI-EIN, ATIN)
  - Incorrect payee TIN
  - Incorrect payee name
  - Wrong type of return indicator

Depending on what kind of response IRS sends to IRS FIRE filing, the admin needs to update the IRS Status of the merchant in the 1099K listing page. And generate a PDF file.

### 3. Generate Batch PDF File for 1099K

Generate Batch IRS 1099K PDF file is restricted for the role "Admin" to the system.

1. This will generate the 1099K PDF copy for the selected payee/merchant. PDF File will be generated for the payee who is already in submitted or re-submitted state.
2. Generated PDF File will be stored in Server Specified location. As the download file location is Configurable for the application. Initially it is pointed at **/App\_data/download/K1099/** under application root location.

Figure 3-1: IRS Correction Input

Select Year: 2016 Select Payer: -- All --

TIN Matching Input IRS FIRE Test Input IRS FIRE Input IRS FIRE Correction Input Generate PDF File Change Status

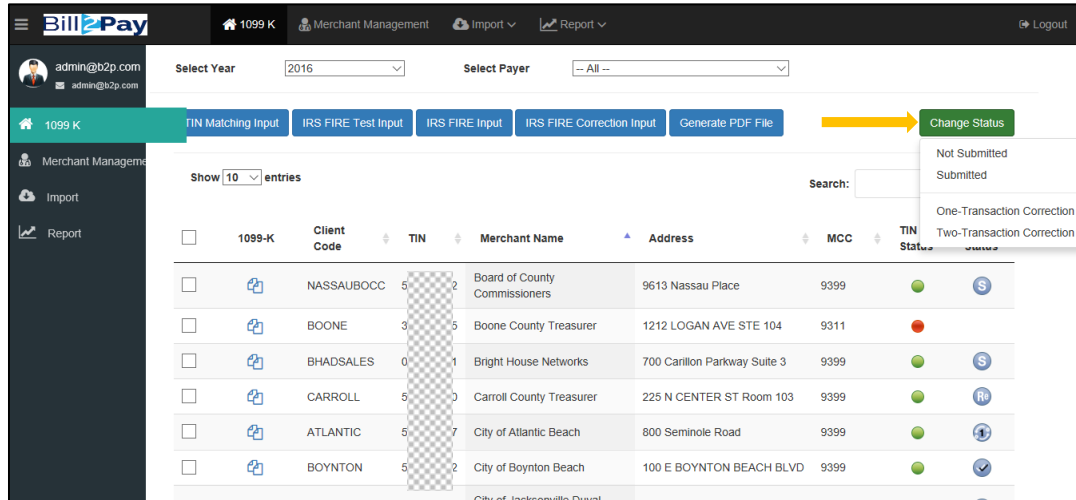
Show 10 entries Search:

<input checked="" type="checkbox"/>	1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
<input checked="" type="checkbox"/>		NASSAUBOCC	2	Board of County Commissioners	9613 Nassau Place	9399		
<input checked="" type="checkbox"/>		BOONE	5	Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
<input checked="" type="checkbox"/>		BHADSALES	1	Bright House Networks	700 Carillon Parkway Suite 3	9399		
<input checked="" type="checkbox"/>		CARROLL	0	Carroll County Treasurer	225 N CENTER ST Room 103	9399		
<input checked="" type="checkbox"/>		ATLANTIC	7	City of Atlantic Beach	800 Seminole Road	9399		

## 4. Change Status

Changing Status of 1099K Item is restricted for the role "Admin" to the system. This menu is available to admin users only.

Figure 4-1: 1099K Change Status



Status of 1099K Item is as follows:

- **Not Submitted**—This is the default Status with no icon. This status means that the IRS FIRE input file submission for this merchant has not taken place.

- **Submitted**—After submitting the IRS FIRE input file to IRS FIRE system the user needs to select list of merchants for whom submission has happened and set the status as *Submitted* from the **Change Status** dropdown list. Once the status of a merchant is changed to Submitted, the user cannot generate IRS Fire input file for that merchant.

**NOTE:** Admin user can change status from Submitted or any other status to **Not Submitted** only if somehow by mistake the admin changed the status of selected merchant/payee to Submitted. To rectify this mistake admin can change the status to "Not Submitted".

- **One-Transaction Correction**—For a submitted/Resubmitted item, user can set this status if applicable.
- **Two-Transaction Correction**—For a submitted/Resubmitted
- Item—The user can set this status if applicable.



The following statuses are system generated and cannot be manually updated:

- **File Generated**—Will change only if User generates IRS FIRE Input File.
- **One-Transaction Correction Updated**—This is a system generated Status for a merchant. When a merchant is marked as "One-Transaction Correction" and corrected data is uploaded this status will be assigned by system. After this the user can generate an IRS Fire Correction file for this merchant.

## Change Status

### Step 4: Generate IRS Input File

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-  **Two-Transaction Correction Updated**—This is a system generated Status for a merchant. When a merchant is marked as “Two-Transaction Correction” and user changes merchant information then this status will be assigned by the system. After this the user can generate an IRS Fire Correction file for this merchant.
-  **Resubmitted**—After re-submitting IRS FIRE Correction file to IRS FIRE system, user will need to select list of merchants and set status as *Submitted*. Since this is a correction and re-submission, the status is distinguished differently from the Submitted status.






## 5. Non Admin User Options


Users logged in with User Role have limited options. Only the **1099 K** listing is available to the user along with the Report menu. The user also can generate the Copy **1**, Copy **B** and other copies for printing.

Figure 5-1: 1099K Listing Screen

1099-K	Client Code	TIN	Merchant Name	Address	MCC	TIN Status	IRS Status
	ATLANTIC	5-7	City of Atlantic Beach	800 Seminole Road	9399		
	BHADSALES	6-4	Bright House Networks	700 Carillon Parkway Suite 3	9399		
	BOONE	5-5	Boone County Treasurer	1212 LOGAN AVE STE 104	9311		
	BOYNTON	5-2	City of Boynton Beach	100 E BOYNTON BEACH BLVD	9399		
	CARROLL	5-0	Carroll County Treasurer	225 N CENTER ST Room 103	9399		
	CLAYMO	4-7	Clay County Collector, MO	ClayCountyAdminBldg, 1 Courthouse Square	9399		
	COJ	5-4	City of Jacksonville Duval County Tax Co	231 E FORSYTH ST Room 212	9399		
	COLLIERTAX	5-2	Collier County Tax Collector	3291 TAMiami Trail East	9399		

### 5.1 1099K Details

The user can display all the 1099K copies by clicking over the **Details** () icon in the 1099K listing page. The details will be displayed as follows:

If status of the item is submitted/re-submitted, user can generate printable copy of the IRS 1099K forms by clicking on  button. The details page contains five separate tabs for Copy A, Copy 1, Copy B, Copy 2, and Copy C.

Selecting "Copy A" tab will show the "Copy A" details as shown in Figure 5-2.

Figure 5-2: Copy A

**1099-K**

**Copy A**

☐ VOID ☒ CORRECTED

FILER's name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
 Bill2Pay, LLC  
 9428 Baymeadows Road, #600  
 Jacksonville  
 FL  
 32256

FILER's federal identification no.  
 PAYEE's taxpayer identification no. 52-XXXXXX

OMB No. 1545-2205

**2017**

**Payment Card and Third Party Network Transactions**

Form 1099-K

1a Gross amount of payment card/third party network transactions  
 \$ 299,136.53

1b Card Not Present transactions  
 \$

2 Merchant category code  
 8299

3 Number of payment transactions  
 345

4 Federal income tax withheld  
 \$

Check to indicate if FILER is a (an):  
 Payment settlement entity (PSE) ☒ Electronic Payment Facilitator (EPF)/Other third party ☐

Check to indicate transactions reported are:  
 Payment card ☒ Third party network ☐

PAYEE's name  
 College Illinois!

Street address (including apt. no.)  
 1755 Lake Cook Rd  
 Deerfield, IL, 600155209

City or town, state or province, country, and ZIP or foreign postal code  
 Deerfield, IL, 600155209

PSE's name and telephone number  
 Invision College Savings Solutions, LLC

5a January \$ 16994.19  
 5b February \$ 32230.11  
 5c March \$ 29255.12  
 5d April \$ 18574.00  
 5e May \$ 37065.14  
 5f June \$ 41849.06  
 5g July \$ 28383.72  
 5h August \$ 14185.11  
 5i September \$ 13376.46  
 5j October \$ 18234.07

**Copy A**  
 For Internal Revenue Service Center

**File with Form 1096.**  
 For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.

Selecting "Copy 1" tab will show the "Copy 1" details as shown in Figure 5-4.

Figure 5-3: Copy 1

**1099-K**

**Copy 1**

☐ VOID ☒ CORRECTED

FILER's name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
 Bill2Pay, LLC  
 9428 Baymeadows Road, #600  
 Jacksonville  
 FL  
 32256

FILER's federal identification no.  
 PAYEE's taxpayer identification no. 52-XXXXXX

OMB No. 1545-2205

**2017**

**Payment Card and Third Party Network Transactions**

Form 1099-K

1a Gross amount of payment card/third party network transactions  
 \$ 299,136.53

1b Card Not Present transactions  
 \$

2 Merchant category code  
 8299

3 Number of payment transactions  
 345

4 Federal income tax withheld  
 \$

Check to indicate if FILER is a (an):  
 Payment settlement entity (PSE) ☒ Electronic Payment Facilitator (EPF)/Other third party ☐

Check to indicate transactions reported are:  
 Payment card ☒ Third party network ☐

PAYEE's name  
 College Illinois!

Street address (including apt. no.)  
 1755 Lake Cook Rd  
 Deerfield, IL, 600155209

City or town, state or province, country, and ZIP or foreign postal code  
 Deerfield, IL, 600155209

5a January \$ 16994.19  
 5b February \$ 32230.11  
 5c March \$ 29255.12  
 5d April \$ 18574.00  
 5e May \$ 37065.14  
 5f June \$ 41849.06  
 5g July \$ 28383.72  
 5h August \$ 14185.11  
 5i September \$ 13376.46  
 5j October \$ 18234.07

**Copy 1**  
 For State Tax Department

## Non Admin User Options

### 1099K Details

Selecting "Copy B" tab will show the "Copy B" details as shown in Figure 5-2.

**Figure 5-4: Copy B**

**1099 K**

**Copy A Copy 1 Copy B Copy 2 Copy C**

**1099 K**

**Merchant Management**

**Import**

**Report**

**1099 K**

**Merchant Management**

**Import**

**Report**

**Copy B**

**Payment Card and Third Party Network Transactions**

**2017**

**Form 1099-K**

**Copy B For Payee**

**1** FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
Bill2Pay, LLC  
9428 Baymeadows Road, #600  
Jacksonville  
FL  
32256

**2** FILER'S federal identification no.  
OMB No. 1545-2205

**3** PAYEE'S taxpayer identification no.  
52

**4** Gross amount of payment card/third party network transactions  
\$ 299136.53

**5** Card Not Present transactions  
\$

**6** Merchant category code  
8299

**7** Federal income tax withheld  
\$

**8** Number of payment transactions  
345

**9** Check to indicate if FILER is a (an):  
Payment settlement entity (PSE) ☒ Payment card ☒  
Electronic Payment Facilitator (EPF)/Other third party ☐ Third party network ☐

**10** PAYEE'S name  
College Illinois!

**11** Street address (including apt. no.)  
1755 Lake Cook Rd

**12** 5a January \$ 16994.19  
5b February \$ 32230.11  
5c March \$ 29255.12  
5d April \$ 18574.00  
5e May \$ 37065.14  
5f June \$ 41849.06  
5g July \$  
5h August \$

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 taxable income results from this.

Selecting "Copy 2" tab will show the "Copy 2" details as shown in Figure 5-5.

**Figure 5-5: Copy 2**

**1099 K**

**Copy A Copy 1 Copy B Copy 2 Copy C**

**1099 K**

**Merchant Management**

**Import**

**Report**

**Copy 2**

**Payment Card and Third Party Network Transactions**

**2017**

**Form 1099-K**

**Copy 2**

**1** FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
Bill2Pay, LLC  
9428 Baymeadows Road, #600  
Jacksonville  
FL  
32256

**2** FILER'S federal identification no.  
OMB No. 1545-2205

**3** PAYEE'S taxpayer identification no.  
52

**4** Gross amount of payment card/third party network transactions  
\$ 299136.53

**5** Card Not Present transactions  
\$

**6** Merchant category code  
8299

**7** Federal income tax withheld  
\$

**8** Number of payment transactions  
345

**9** Check to indicate if FILER is a (an):  
Payment settlement entity (PSE) ☒ Payment card ☒  
Electronic Payment Facilitator (EPF)/Other third party ☐ Third party network ☐

**10** PAYEE'S name  
College Illinois!

**11** Street address (including apt. no.)  
1755 Lake Cook Rd

**12** 5a January \$ 16994.19  
5b February \$ 32230.11  
5c March \$ 29255.12  
5d April \$ 18574.00  
5e May \$ 37065.14  
5f June \$ 41849.06  
5g July \$  
5h August \$

To be filed with the recipient's state income tax return, when required.

Selecting "Copy C" tab will show the "Copy C" details as shown in Figure 5-6.

**Figure 5-6: Copy C**

## 1099-K User Guide

Bill2Pay 1099 K Merchant Management Import Report

admin@b2p.com admin@b2p.com

1099 K

Copy A Copy 1 Copy B Copy 2 Copy C

☐ VOID ☒ CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
Bill2Pay, LLC  
9428 Baymeadows Road, #600  
Jacksonville  
FL  
32256

FILER'S federal identification no.  
PAYEE'S taxpayer identification no. 52-XXXXXX

OMB No. 1545-2205

2017

Form 1099-K

Payment Card and Third Party Network Transactions

1a Gross amount of payment card/third party network transactions  
\$ 299136.53

1b Card Not Present transactions  
\$

2 Merchant category code  
8299

3 Number of payment transactions  
345

4 Federal income tax withheld  
\$

5a January  
\$ 16994.19

5b February  
\$ 32230.11

5c March  
\$ 29255.12

5d April  
\$ 18574.00

5e May  
\$ 37065.14

5f June  
\$ 41849.06

Check to indicate if FILER is a (an):  
Payment settlement entity (PSE) ☒  
Electronic Payment Facilitator (EPF)/Other third party ☐

Check to indicate transactions reported are:  
Payment card ☒  
Third party network ☐


PAYEE'S name  
College Illinois!

Street address (including apt. no.)  
1755 Lake Cook Rd

For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information

Copy C For FILER

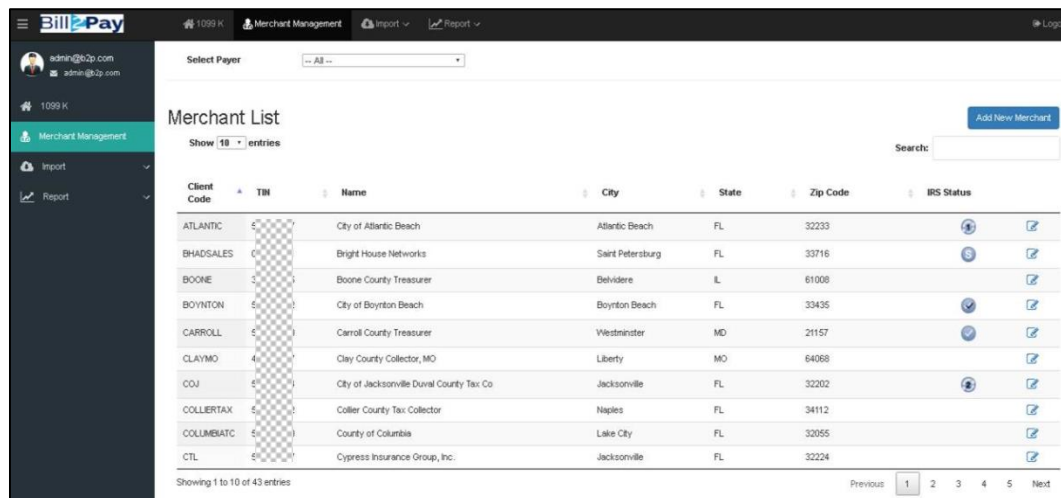
Print

Using  button user can generate a PDF file and get a print for the same.

# 6. Merchant Management

Merchant Management feature allows users to add and update Merchant information. This option is available only available to the users with Admin role. Selecting the Merchant Management menu shows the Merchant Management screen (Figure 6-1.)

Figure 6-1: Merchant Management Screen



The screenshot shows the Bill2Pay Merchant Management interface. On the left is a sidebar with the Bill2Pay logo, user information (admin@b2p.com), and navigation links for Merchant Management, Import, and Report. The main area is titled 'Merchant List' and includes a 'Select Payer' dropdown, a search bar, and an 'Add New Merchant' button. A table lists 10 merchants with columns for Client Code, TIN, Name, City, State, Zip Code, and IRS Status. The table shows entries for ATLANTIC, BHADSALES, BOONE, BOYNTON, CARROLL, CLAYMO, COJ, COLLERTAX, COLUMBIATC, and CTL. At the bottom, it indicates 'Showing 1 to 10 of 43 entries' and has pagination controls for pages 1 through 5.

Client Code	TIN	Name	City	State	Zip Code	IRS Status
ATLANTIC	5	City of Atlantic Beach	Atlantic Beach	FL	32233	✓
BHADSALES	0	Bright House Networks	Saint Petersburg	FL	33716	✓
BOONE	5	Boone County Treasurer	Belvidere	IL	61008	✓
BOYNTON	5	City of Boynton Beach	Boynton Beach	FL	33435	✓
CARROLL	5	Carroll County Treasurer	Westminster	MD	21157	✓
CLAYMO	4	Clay County Collector, MO	Liberty	MO	64088	✓
COJ	4	City of Jacksonville Duval County Tax Co.	Jacksonville	FL	32202	✓
COLLERTAX	5	Collier County Tax Collector	Naples	FL	34112	✓
COLUMBIATC	5	County of Columbia	Lake City	FL	32955	✓
CTL	5	Cypress Insurance Group, Inc.	Jacksonville	FL	32224	✓

## 6.1 Add a New Merchant

Admin users can add new merchants through the Merchant Management menu.

### To add new merchant

Select **Add New Merchant** on the Merchant Management screen. The Add New Merchant screen appears as shown in Figure 6-2.

Figure 6-2: Add New Merchant

Enter the details of the merchant in the fields provided.

Select **Save** when all the fields have been entered. Clicking on Save the system will validate the data and save the merchant details into the database if the entries are correct. Clicking on **Cancel** will take user back to the Merchant List page.

## 6.2 Update Merchant

### To update merchant detail


1. Select  on the Merchant List page after select the merchant. The merchant details will be shown (Figure 6-3.)

Figure 6-3: Update Merchant

## Merchant Management

### Update Merchant

---

2. Make the necessary changes and select **Save**.

There are few system validations and messages while editing a merchant based on the 1099K submission status of the merchant as described in Table 6-1.

**Table 6-1: Update Merchant-System Validations**

Merchant Status	Validation Messages
Not Submitted	N/A
File Generated	N/A
One-Transaction Correction	1099K is already submitted for the merchant. For these cases, the updated information will not reflect in IRS until the next submission.
One-Transaction Correction Updated	
Resubmitted	
Submitted	
Two-Transaction Correction Updated	This merchant is marked as Two-Transaction Correction. The updated information will reflect after re-submission.







## 7. Reports

The **Reports** menu is available for admin and non admin user roles. Using this menu has these options:

- TIN Matching Status Report
- IRS 1099K Submission Report
- Merchant Details Report

The reports are available both online and downloadable format.

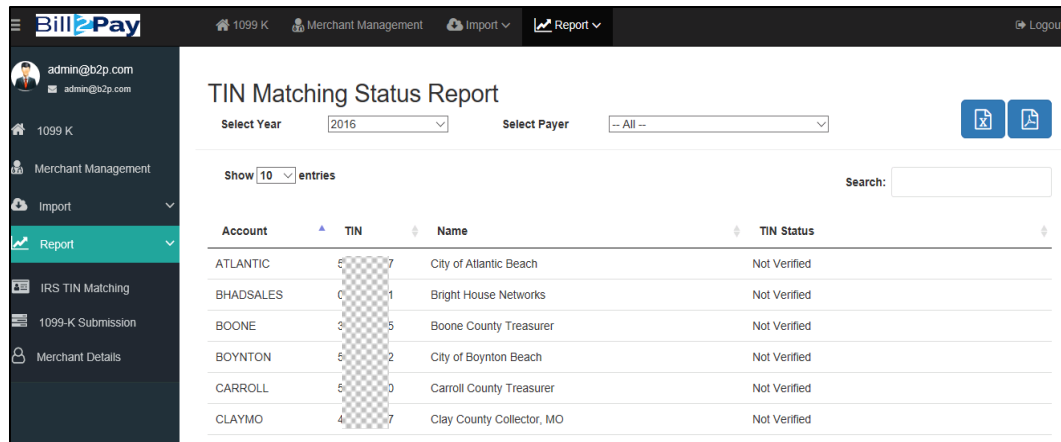
CSV can be generated by clicking on  button

PDF can be generated by clicking on  button

### 7.1 TIN Matching Status Report

Selecting the **IRS TIN Matching** option shows the TIN Matching Status Report (Figure 7-1.)

Figure 7-1: TIN Matching Status Report



Account	TIN	Name	TIN Status
ATLANTIC	5-7	City of Atlantic Beach	Not Verified
BHADSALAS	0-1	Bright House Networks	Not Verified
BOONE	3-5	Boone County Treasurer	Not Verified
BOYNTON	5-2	City of Boynton Beach	Not Verified
CARROLL	5-0	Carroll County Treasurer	Not Verified
CLAYMO	4-7	Clay County Collector, MO	Not Verified

## 7.2 IRS 1099K Submission Report

Selecting the **1099K Submission** shows the 1099K Submission report as shown (Figure 7-2.)

Figure 7-2: IRS 1099K Submission Report

Account	January	February	March	April	May	June	July	August	September
ATLANTIC	70834.91	77940.76	81967.25	80424.19	84015.92	83825.20	83021.46	95614.24	86321.75
BHADSALLES	0.00	0.00	0.00	0.00	0.00	107645.35	636012.72	1138638.07	1251699.38
BOONE	0.00	0.00	0.00	0.00	206246.42	92973.03	8293.88	187499.00	117848.86
BOYNTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 7.3 Merchant Details Report

Selecting the Merchant Details shows the Merchant Details report as shown (Figure 7-2.)

Figure 7-3: Merchant Details Report

Payer Name	Account	TIN	First Name	Second Name	Address	City	State	Zip	MCC
Bill2Pay, LLC	ATLANTIC		City of Atlantic Beach		800 Seminole Road	Atlantic Beach	FL	32233	9399
Bill2Pay, LLC	BHADSALLES		Bright House Networks		700 Carillon Parkway Suite 3	Saint Petersburg	FL	33716	9399
Bill2Pay, LLC	BOONE		Boone County Treasurer		1212 LOGAN AVE STE 104	Belvidere	IL	61008	9311
Bill2Pay, LLC	BOYNTON		City of Boynton Beach		100 E BOYNTON BEACH BLVD	Boynton Beach	FL	33435	9399