



IRS Forms 1099-MISC and 1099-NEC (Non-Employee Compensation), **NEW** SkilMatch setup and documentation

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A government link for Form 1099 Instructions:

<https://www.irs.gov/instructions/i1099misc>

A government link for information on Form 1099-NEC:

<https://www.irs.gov/forms-pubs/about-form-1099-nec>

A government link for information on Form 1099-MISC:

<https://www.irs.gov/forms-pubs/about-form-1099-misc>

Note1: You must understand the federal law as described on the IRS website.

Note2: Your staff must read the following instructions to ensure proper handling of vendor/contractor files so that the 1099-MISC and 1099-NEC forms/file will be created properly for 2020 reporting.

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IMPORTANT INFORMATION REGARDING 1099 PROCESSING FOR 2020

- The following instructions assist with Federal forms 1099-MISC and 1099-NEC
- Effective for 2020 reporting, the IRS requires Form 1099-NEC be used for all Non-Employee Compensation, individuals that are working as contractors for your company verses an employee. <https://www.irs.gov/forms-pubs/about-form-1099-nec>
- The IRS Form 1099-MISC has been reformatted due to the implementation of the 1099-NEC and the NEW Form 1099-MISC will be used for 2020. <https://www.irs.gov/pub/irs-pdf/f1099misc.pdf>
- After much review and consideration of the NEW Federal requirements, SkilMatch has determined that the added ease and benefit to outsource the 1099 forms outweighs processing the 1099 in SkilMatch, full details are explained below.
- Outsourcing 1099 forms with a full feature service provider allows your staff (many working from home during this pandemic) an added benefit of not having to come into the office to print/stuff and file 1099s.
- **IMPORTANT, NO STATE filing for 1099-NEC:** The IRS includes **Form 1099-MISC** in the CF/SF Combined Federal/State Filing program and provides (forwards) the information from the 1099-MISC filing to states who participate in the program. **The IRS has determined that Form 1099-NEC will NOT be included in the CF/SF program.** This new 1099-NEC reporting is handled differently, state by state, and many states have not yet posted and/or determined state requirements. At this time SkilMatch customers will need to contact the state to determine if any submission is needed and submit 1099-NEC information manually (using 1099 registers). SkilMatch 1099 files uploaded to Nelco **do not include state filing data.** Here is an optional resource for you to review state requirements:
https://www.track1099.com/info/state_info
- **SkilMatch webpage with access to the SkilMatch, IRS and Nelco links for 1099s**
<http://www.skilmatch.com/documentation/ADD/NELCO/index.htm>

OUTSOURCE 1099s to THIRD PARTY SERVICE, NELCO

SkilMatch is excited to partner with Nelco to ease the process of filing (electronically to IRS), printing, and mailing of Forms 1099-MISC/1099-NEC. In addition, this new partnership offers you the ability to designate and create 1099-MISC forms for Rent, Attorney and Other. Nelco expertise, new added features, moderate pricing, ease of federal filing will make for a smoother end-of-year process.

If you plan to use SkilMatch for 1099-MISC/1099-NEC to assist with reporting, here are the things you need to know:

> You **must** contract with Nelco for their 1099-MISC/1099-NEC reporting services.

Payment for Nelco services is between you and them and is separate from SkilMatch. You should confirm pricing directly with Nelco. You will need to log in and create an account.

There is a no "setup" charge or annual fee, this provider is a full service for filing your 1099s and you are able to purchase services "a la carte" style, selecting what you need. **Note:** This being a full service provider, you will not be able to get a copy of the file and/or 1099s to distribute independently. Nelco provides Federal electronic filing of 1099/1096 and "printing/stuffing/stamping/mailing" to vendors/contractors. **Note:** There is an additional fee for last minute filing, additional charges for orders on January 30-31, 2021 to meet the deadline.

Note: Payables, Temp and Staff files under the **same** EIN can be uploaded separately from SkilMatch to Nelco and can be combined together into one "reporting" account through Nelco.

> SkilMatch 1099-MISC/1099-NEC programs **do not** have the capability to actually create/print forms 1099-MISC/1099-NEC. **This is outsourced to Nelco.**

> SkilMatch 1099-MISC/1099-NEC programs **do not** have the capability to actually create electronic data for the IRS. **This is outsourced to Nelco.**

> SkilMatch 1099-MISC/1099-NEC programs will prepare an electronic file to be uploaded to Nelco in the format they need for forms and compliance processing.

- > SkilMatch 1099-MISC/1099-NEC programming updates will produce an "edit" when creating the 1099 Register (both in **PayBill** and **Payables**, on **End-of-Year** menu) to audit for completeness, "terminal" errors and "warning" errors. **You are 100% responsible for the selection and population of all comments and data needed for 1099 forms, additional detail in this document.**

- > Nelco will produce a 1099-MISC/1099-NEC forms for each vendor/contractor. Nelco will print, stuff, stamp and mail forms for each vendor/contractor you select. (**Note:** You will have the opportunity to review all information prepared by Nelco before any printing or distribution of forms to vendor/contractors.)

- > Nelco will prepare an electronic file, in the IRS-required format, for filing Forms 1099 and 1096 with the IRS (under Nelco pre-approved "umbrella"). Nelco **WILL** "submit" the file to the IRS when you "check out" and submit payment for services.

- > Nelco website can answer filing and pricing questions.
Overview and Pricing: https://skilmatch.nelcoportal.com/Content/Filing_Information
Frequently Asked Questions and Answers: <https://skilmatch.nelcoportal.com/faq>

- > **To use "SkilMatch" for your preparation of 1099-MISC/1099-NEC processing, you must use SkilMatch instruction below to verify and update the data needed for the forms AND you must contract with Nelco to outsource the actual creation and distribution of the forms to vendor/contractors and the IRS. (Note:** Nelco does not offer an option for you to manually print and distribute 1099 forms through their website.)

SIMPLE OVERVIEW OF 1099s:

The **PayBill Contractors** will need to have the following setup to be included in 1099 reporting:

1. Employee File must **include a Complete Address**
2. Employee File **marked** as **Contractor**
3. Employee File **indicates** a **Social Security Number (SSN) OR EIN Number**

Note: **All PayBill 1099s are created to report using Form 1099-NEC.** Contact SkillMatch if an employee requires a 1099-MISC for reporting.

The **Payables Vendors** will need to have the following setup to be included in 1099 reporting:

1. Vendor File **includes** full address for the vendor
2. Vendor File **includes** the **EIN Number OR Social Security Number (SSN)**
3. Vendor File **marked** to have **1099**
4. Vendor File includes activity comment with **ONE** of the following **Comment Types** of:

@E if EIN Number is in vendor file

OR

@S if Social Security Number is in vendor file

Note: The **comment type is critical**, the comment itself can be anything (i.e. 1099 reporting).

5. Vendor File includes activity comment with **ONE** of the following **Comment Types** of:

@N if 1099-NEC is for Vendor with Non-Employee Compensation

@R if 1099-MISC is for Rent (Box 1)

@A if 1099-MISC is for Attorney (Box 10)

@O if 1099-MISC is for Other Income (Box 3)

Note: The **comment type is critical**, the comment itself can be anything (i.e. 1099 reporting).

Comment Types: All **NEW** comment types (@E, @S, @N, @R, @A, @O) mentioned above and needed for EOY 1099s will be installed with the SkillMatch EOY updates and will be available to you for the following setup.

FULL DETAILS ARE EXPLAINED BELOW.

HOW TO REVIEW CURRENT 1099 SETUP in SkillMatch PAYBILL:

1. Review PayBill Contractors, print 1099 Register

Note1: Review is required for **each** payroll G/L company.

Note2: Review is required for **both temp and staff** in **each** payroll G/L company.

In the Pay and Bill library, End-of-Year (PBEOYR menu), select the [\[Go to Contractor 1099 Processing\]](#) option, select the [\[Register\]](#) option, then key 2-digit Company Number, then complete the screen as need, and key the Minimum Dollars for 1099 = \$0 (leave blank) and select [\[OK\]](#). This will give you a full listing of vendors that are CURRENTLY setup to receive a 1099 form. Repeat this process for each company number.

Review **PB 1099 Register**, report **PB853**, in your printer output queue, proceed to next step to update a contractors file in Pay and Bill.

IMPORTANT: Contractors with Social Security numbers less than 1000000 or starting with 666 will not be accepted for 1099 file creation. In addition, contractors with an incomplete address will also be flagged for correction before 1099 file can be created.

Sample Report PB853, PayBill 1099 Register – with possible errors:

The screenshot shows a 'Display Spooled File' window with a menu bar (File, Edit, Functions, Help) and a toolbar (File, Control, Find). The main content area displays a 1099 Register report for a company used for testing in 2020. The report includes fields for printer, page/line, control, columns, find, and company information. A red box highlights an error message: '*** AT LEAST 1 EMPLOYEE DOES NOT HAVE COMPLETE ADDRESS ENTERED. THIS WILL PREVENT THE 1099 FILE FR'. The report also shows company totals for gross wages and number of contractors.

File	PRINTER	Page/Line	3/6
Control		Columns	1 - 130
Find			
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1			
1099 REGISTER FOR: 05 COMPANY USED FOR TESTING TEMPX YEAR: 2020			
ALPHA SEQUENCE	3000 WESLAYAN SUITE 340	DATE:	11/25/20
	HOUSTON TX 75555	TIME:	11:08:30
MIN DOLLARS .01	FED ID: 740123456	PAGE:	3
EMPLOYEE MASTER FILE: EMPMAS			
COMPANY TOTALS			
TOTAL GROSS WAGES----->	65,676.53		
NUMBER OF CONTRACTORS-->	9		
*** AT LEAST 1 EMPLOYEE DOES NOT HAVE COMPLETE ADDRESS ENTERED. THIS WILL PREVENT THE 1099 FILE FR			

Possible Error Messages that need Correction (additional instructions below will assist with setup):

** AT LEAST 1 EMPLOYEE DOES NOT HAVE COMPLETE ADDRESS ENTERED. THIS WILL PREVENT THE 1099 FILE FROM BENG CREATED **

HOW TO SETUP PAYBILL CONTRACTOR FILES FOR 1099 PROCESSING

1. PAYBILL Contractor File setup:

In the **PayBill** library, **File Maintenance** (APMANT menu), select the **Employees** option, and then key the **SSN/Employee number** to update. Select **[Continue]** option to proceed forward through the employees screen till you reach the **tax page** (see below), and review the **Contractor field** and **Federal Id/Social Security Number**, update as needed. Then select **[Finish]** to save any changes.

(See sample screen below with each area marked with a red box.)

The **PayBill Contractors** will need to have the following setup to be included in 1099 reporting:

- A. Employee File must **include a Complete Address**
- B. Employee File **marked** as **Contractor**
- C. Employee File **indicates** a **Social Security Number (SSN)** OR **EIN Number**

Note1: All PayBill 1099s are created to report using Form 1099-NEC. Contact SkillMatch if an employee requires a 1099-MISC for reporting.

Select **[Finish]** to save any changes.

Note2: NO Activity Comments are needed for 1099 reporting for PayBill contractor files.

HOW TO REVIEW CURRENT 1099 SETUP in SKILMATCH PAYABLES

1. Review Current Vendor 1099 setup, print 1099 Register

Note: Report will include data for all G/L companies, review for **each**.

In the **Payables** library, **End-of-Year** (APYEAR menu), select the **[Register]** option, then key **Current** (for current year 2020), then key the **Minimum Dollars for 1099 = \$0** (leave blank) and select **[OK]**. This will give you a full listing of vendors that are **CURRENTLY** setup to receive a 1099 form.

Review AP **1099 Register**, report **AP762**, in your printer output queue and cross check with vendor list in step 2 below.

Sample Report AP762, Payables 1099 Register – with possible errors:

The screenshot shows a terminal window titled "Display Spooled File" with a menu bar (File, Edit, Functions, Help) and a status bar (Page/Line 1/6, Columns 1-130). The report content is as follows:

```
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1
VENMAS FILE: VENMAS                                1099 REGISTER                                DATE: 11/25/20
VENCOM FILE: VENCOM                                MINIMUM DOLLARS                                00.00                                USER ID: @MAYNAP
COMPANY: 01 SKILMATCH STAFFING SYSTEM
IDENT #  VENDOR NAME                                ADDRESS                                CITY,STATE,ZIP                                EIN/S
391-84-0751 ACMVIS NICOLE M. MARCOS                9758 EAST COUNTY'RD G                SURING                                WI 54174                                @S
32-1568974 ALLNET CHARTER BOAT FISHING CORP
***** COMPLETE VENDOR ADDRESS IS REQUIRED FOR 1099 - CORRECTION REQUIRED *****
444-59-6776 HUTDON HUTNER, DON                    2555 ELM STREET                        HOUSTON                                TX 770271148                                @S
LASBRI LASSOT, BRIANNA                            1212 OAK ROAD                          HOUSTON                                TX 770275552                                @S
***** EIN/SSN FIELD IS NOT VALID, MUST HAVE 9 DIGITS - CORRECTION REQUIRED *****
COMPANY TOTALS                                VENDORS -                                4
```

At the bottom of the window are buttons for "OK", "Cancel", "Help", and an IBM logo.

Possible Error Messages that need Correction (additional instructions below will assist with setup):

***** VENDOR NAME IS BLANK - CORRECTION REQUIRED *****

***** COMPLETE VENDOR ADDRESS IS REQUIRED FOR 1099 - CORRECTION REQUIRED *****

***** EIN/SSN FIELD IS NOT VALID, MUST HAVE 9 DIGITS - CORRECTION REQUIRED *****

***** EIN/SSN 1099 DESIGNATION TYPE NOT FOUND IN COMMENT FILE - CORRECTION REQUIRED *****

***** NO 1099 PAYMENT TYPE DESIGNATION FOUND IN COMMENT FILE - CORRECTION REQUIRED*****

2. Review ALL Vendors, print Vendor Listing

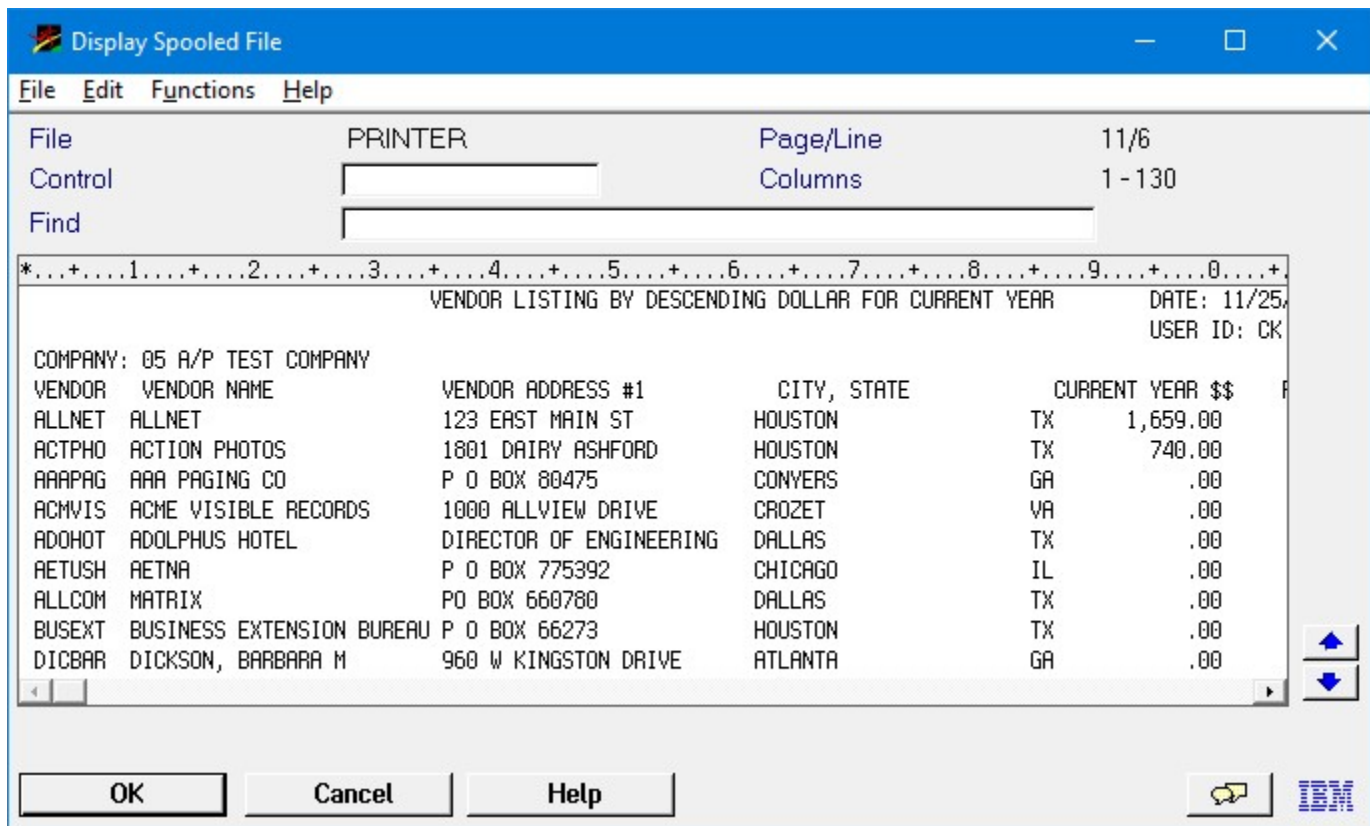
Note: Review is required for **each** G/L company.

In the **Payables** library, **End-of-Year** (APYEAR menu), select the **[Current Listing]** option, then select **List Vendor dollars separated by company for all companies**, and select **[OK]**. This will give you a full listing of vendors paid in the current year.

Review AP **Vendor Listing**, report **AP731**, in your printer output queue and cross check with vendor list in step 1 above.

IMPORTANT: For 2020 reporting SkilMatch will **now** create a 1099 for **Rent, Attorneys, and Other**.

Sample Report AP731, Payables Vendor Listing – review vendors to receive 1099 (i.e. rent, lawyer):



The screenshot shows a window titled "Display Spooled File" with a menu bar (File, Edit, Functions, Help) and a control panel (File, Control, Find). The main content is a text-based report with the following data:

VENDOR LISTING BY DESCENDING DOLLAR FOR CURRENT YEAR					DATE: 11/25/20
					USER ID: CK
COMPANY: 05 A/P TEST COMPANY					
VENDOR	VENDOR NAME	VENDOR ADDRESS #1	CITY, STATE	CURRENT YEAR \$\$	
ALLNET	ALLNET	123 EAST MAIN ST	HOUSTON TX	1,659.00	
ACTPHO	ACTION PHOTOS	1801 DAIRY ASHFORD	HOUSTON TX	740.00	
AAAPAG	AAA PAGING CO	P O BOX 80475	CONYERS GA	.00	
ACMVIS	ACME VISIBLE RECORDS	1000 ALLVIEW DRIVE	CROZET VA	.00	
ADOHOT	ADOLPHUS HOTEL	DIRECTOR OF ENGINEERING	DALLAS TX	.00	
AETUSH	AETNA	P O BOX 775392	CHICAGO IL	.00	
ALLCOM	MATRIX	PO BOX 660780	DALLAS TX	.00	
BUSEXT	BUSINESS EXTENSION BUREAU	P O BOX 66273	HOUSTON TX	.00	
DICBAR	DICKSON, BARBARA M	960 W KINGSTON DRIVE	ATLANTA GA	.00	

At the bottom of the window are buttons for "OK", "Cancel", and "Help", along with an IBM logo.

3. Review, compare and IDENTIFY possible NEW vendors from the Vendor Listing and 1099 Register... AND confirm all vendors that will need a Form 1099 are setup correctly in their vendor file.

The following setup steps will detail **current** and **NEW** criteria for 1099 vendors.

HOW TO SETUP PAYABLES VENDOR FILES FOR 1099 PROCESSING

1. PAYABLES Vendor File setup:

In the **Payables** library, **File Maintenance** (APMANT menu), select the **Vendor File** option, and then key the Vendor code to update. Select **[Data entry change]** option, and review the **Address field, Federal Id/Social Security Number, and Send 1099?**, update as needed. Then select **[Next]** to advance to the next screen and **[Finish]** to save any setup changes.
(See sample screen below with each area marked with a red box.)

REQUIRED for **Vendor File** to be included in 1099 reporting:

- A. Vendor File **includes** full address for the vendor
- B. Vendor File **includes** the **Social Security Number (SSN) OR EIN Number**
- C. Vendor File **marked** to have **1099**

The screenshot shows a software window titled "Enter / Update A/P Vendor Master" with a menu bar (File, Edit, Help) and a "Vendor maintenance" header. The main area contains the following fields and controls:

- Vendor: ALLNET
- Action: Change
- Delete this vendor
- Vendor name: ALLNET
- Address: 123 EAST MAIN ST
- City, State, Zip: HOUSTON TX 77027
- Phone number: 7135551212
- Federal ID or Social Security Number: [Empty field]
- Inactive vendor
- Send 1099?

At the bottom, there are "Next" and "Cancel, no update" buttons, and a small logo in the bottom right corner.

Possible Error messages in 1099 Register if not setup correctly:

***** VENDOR NAME IS BLANK - CORRECTION REQUIRED *****

***** COMPLETE VENDOR ADDRESS IS REQUIRED FOR 1099 - CORRECTION REQUIRED *****

***** EIN/SSN FIELD IS NOT VALID, MUST HAVE 9 DIGITS - CORRECTION REQUIRED *****

NEXT, in the Vendor File, select **[Add Comment]** option.

(See sample screen below with each area marked with a red box.)

Vendor File: ALLNET

File Edit Help

Vendor code: ALLNET

ALLNET
123 EAST MAIN ST
HOUSTON, TX 77027

Vendor folder

File Information

Federal ID or SSN
Phone (713) 555-1212
Send 1099 N
Inactive code

Financial

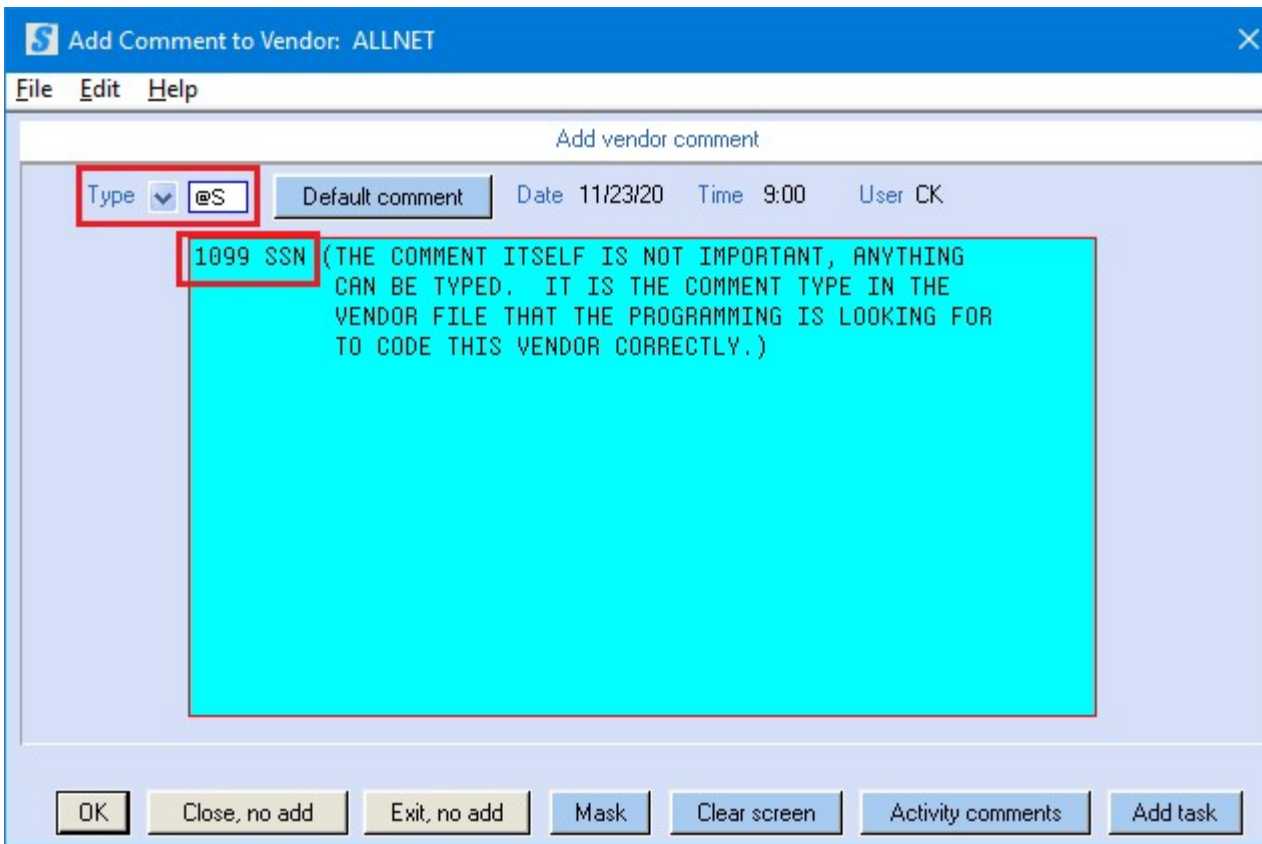
Current balance 965.50
YTD payments 693.50
YTD purchases 1659.00
Prior year purchases .00

Activity

Last purchase date 2/06/20
Last payment date 3/05/20

Close Exit Activity **Add comment** General comments Data entry change SM :-)

The screen will display:



ADDITIONAL Activity Comments REQUIRED for Vendor File to be included in 1099 reporting:

2. FIRST REQUIRED ACTIVITY COMMENT:

Vendor File includes activity comment with **ONE** of the following **Comment Types** of:

- @S if Social Security Number is in vendor file
- OR
- @E if EIN Number is in vendor file

Note: The **comment type is critical**, the comment can be anything (i.e. 1099 SSN).

Possible Error message in 1099 Register if not setup correctly/included:

***** EIN/SSN 1099 DESIGNATION TYPE NOT FOUND IN COMMENT FILE - CORRECTION REQUIRED *****

3. SECOND REQUIRED ACTIVITY COMMENT:

Vendor File includes comment with **ONE** of the following **Activity Comment Types** of:

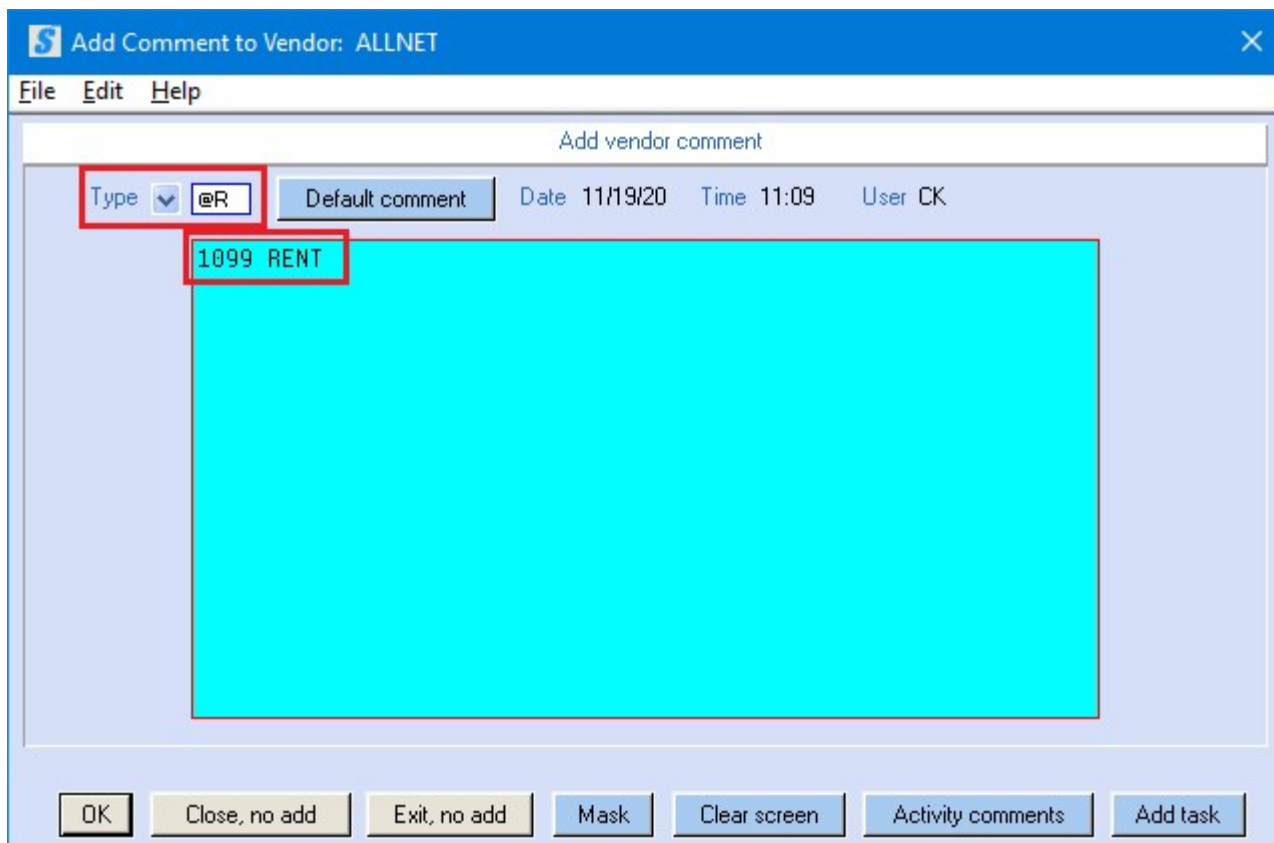
- @N if 1099-NEC is for Vendor with Non-Employee Compensation
- @R if 1099-MISC is for Rent (Box 1)
- @A if 1099-MISC is for Attorney (Box 10)
- @O if 1099-MISC is for Other Income (Box 3)

Note: The **comment type is critical**, the comment can be anything (i.e. 1099-NEC, 1099 RENT).

Possible Error message in 1099 Register if not setup correctly/included:

***** NO 1099 PAYMENT TYPE DESIGNATION FOUND IN COMMENT FILE - CORRECTION REQUIRED*****

(See sample screen below with each area marked with a red box.)



Note: When the 1099 forms are created in SkillMatch, the program will review the vendor files to look for the setup steps indicated in these instructions. If the vendor files do not include the proper information and activity comments, errors/warnings will be included on the 1099 register and you can NOT proceed with creating 1099 forms

CREATE 1099 FILE

- The steps for creating 1099s have not changed, except the “output” of the file.
- The system will now generate a 1099 register while creating the 1099 forms (both in Payables and PayBill). This will confirm that nothing has changed since the last register processed and can be reviewed for possible issues.
- The system will create a .csv file to be uploaded to Nelco (Third party partner).

- SkilMatch file names will be as follows:

PayBill: Temp NEC **PB1099NEC**xxyy (xx = Company #; yy = Year, i.e. 20 = 2020)
 Staff NEC **ST1099NEC**xxyy (xx = Company #; yy = Year, i.e. 20 = 2020)

Payables: MISC **AP1099MISC**xxyy (xx = Company #; yy = Year, i.e. 20 = 2020)
 NEC **AP1099NEC**xxyy (xx = Company #; yy = Year, i.e. 20 = 2020)

Note: When you process 1099 option in Payables, the system will create the 2 files listed above if **BOTH** NEC vendors and MISC vendors exist within a company.

- This .csv file is custom formatted to use with Nelco programs, when uploaded online it will create:
 - A Federal File to upload to IRS
 - 1099-MISC and 1099-NEC Forms

- The .csv file is delivered to you as follows:

SkilMatch Platinum customers (own their own server) will be able to locate the file(s) in the **SMTRANS/1099** folder.

SkilMatch-E (SME) will have the file sent to them via email address setup in the **EMAILMAINT** record. Full instructions located here:

<http://www.skilmatch.com/documentation/SM2/PBLIBR/PBEOYR02Emailmaint.htm>

- The SkilMatch system will **NO LONGER** generate 1099 Forms.
 - The SkilMatch system will **NO LONGER** generate 1099 Federal Filing report.
1. **WHEN CLOSING YOUR YEAR** use the **EOY Checklist** to create the 1099 files **AFTER** the last payrolls/payables have been completed for **2020** and **BEFORE** payrolls/payables entered for **2021**.
 2. **PAYBILL - 1099 Forms and Create Media (File for 2020)** is located in **PayBill** library, **End-of-Year** menu, when closing your year use the **EOY Checklist** to create the 1099 file(s).
Full instructions located here:
<http://www.skilmatch.com/documentation/SM2/PBLIBR/PB1099.htm>
 3. **PAYABLES - 1099 Forms and Media Creation (File for 2020)** is located in **Payables** library, **End-of-Year** menu, when closing your year use the **EOY Checklist** to create the 1099 file(s).
Full instructions located here:
<http://www.skilmatch.com/documentation/SM2/APLIBR/APYEAR.htm>

CREATE “EOY 1099” DESKTOP FOLDER

For the staff member who will be working with the 1099 file(s), **right click** on your PC desktop and select **“New”**, then select **“Folder”**. Name the folder **“EOY 1099”**. This is where you will move/locate/archive your 1099 files going forward. You can create sub-folders to easily identify and locate files for each year.

IMPORTANT INFORMATION REGARDING 1099 FILE/NELCO PROCESSING

- **CRITICAL: DO NOT OPEN** the .csv file in **Excel** to review. If by some chance this does happen, **DO NOT SAVE CHANGES**. Opening file and making changes to the .csv file **CREATES UNPREDICTABLE RESULTS** and file may be rejected.
- **IMPORTANT, NO STATE Filing for 1099-NEC:** The IRS includes Form **1099-MISC** in the CF/SF Combined Federal/State Filing program and provides (forwards) the information from the 1099-MISC filing to states who participate in the program. **The IRS has determined that Form 1099-NEC will NOT be included in the CF/SF program.** This new 1099-NEC reporting is handled differently, state by state, and many states have not yet posted and/or determined state requirements. At this time SkilMatch customers will need to contact the state to determine if any submission is needed and submit 1099-NEC information manually (using 1099 registers). SkilMatch 1099 files uploaded to Nelco **do not include state filing data**.
Here is an optional resource for you to review state requirements:
https://www.track1099.com/info/state_info
- **FILING for ONE EIN/Company:** When you have multiple files to upload on Nelco website for one EIN/company (Payables, PayBill Temp/Staff), once you have completed the first upload and all requirements, you need to **UPLOAD** the second (and possibly third) file **BEFORE** checking out. The Nelco website has the capabilities of combining multiple files for reporting.
- **FILING for MULTIPLE EIN's/Companies:** When you have multiple EIN's/companies, SkilMatch recommends that you upload and process ALL files for ONE company and complete the “check out” BEFORE you start uploading files for a second EIN company.
- The data in the .csv file is “validated” when you import the file to Nelco website. If there is an issue/error with the file you will receive a message immediately.
- You can view the 1099 and 1096 Forms in .pdf format after upload. Review this .pdf file and confirm accuracy before you “checkout” so you can make any changes before you submit file/distribute forms. You can cancel/remove any 1099 that is included unintentionally.
- The Nelco website **Message Center** provides notification regarding status of submitted files. You will also receive electronic status notification via email to update you on filing status and/or errors/distribution issues via email.
- Nelco offers online retrieval, so you can send your vendors/temp employees an email that allows them to access, download, and print their own 1099 Form.
- Nelco is PCI compliant for security of credit card data, all card information is stored at third party secure location (not with Nelco).

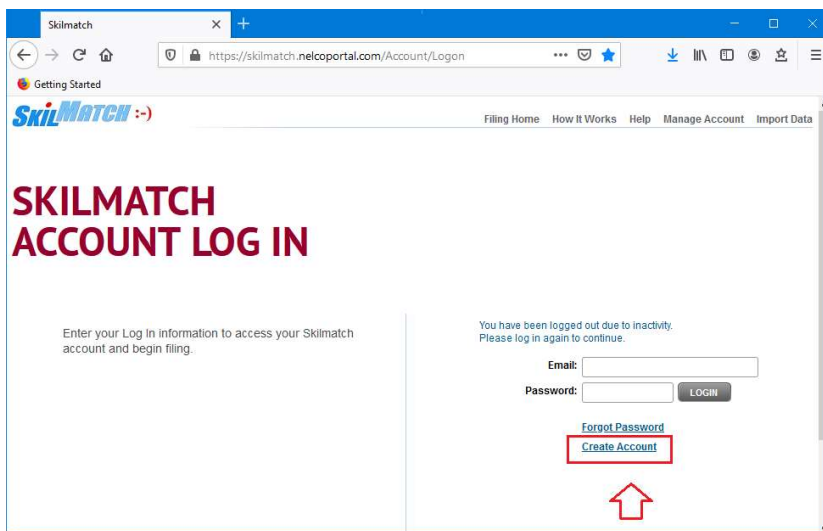
[UPLOAD FILE TO NELCO](#)

When you have completed creating all 1099 files and are ready to start your upload to Nelco, complete the following steps.

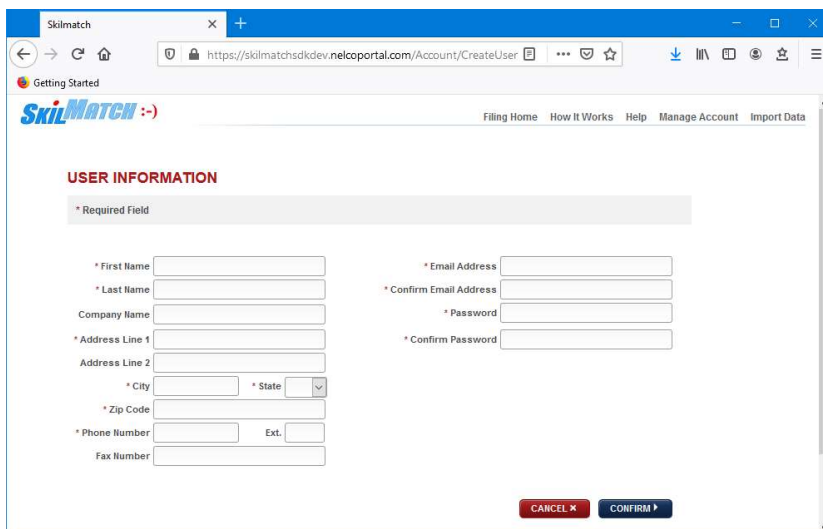
Note1: SkillMatch staff will be your support contact for all assistance with the Nelco interface. Call the SkillMatch office as you would with all other support issues. All SkillMatch support and assistance with Nelco reporting is billable.

Note2: The IRS will be accepting 1099 files on January 8, 2021. All files uploaded to Nelco will be held and then submitted automatically when Federal filing becomes available.

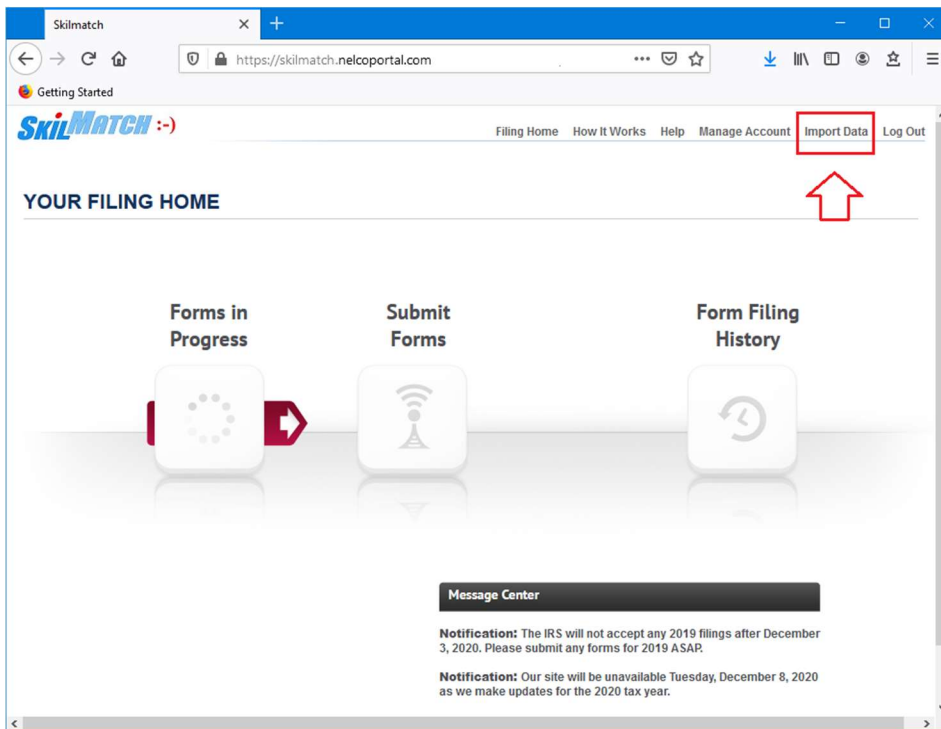
1. **VIEW Nelco training video**, which demonstrates **Account Creation** and the **FULL File Upload** process. The following written instructions contain general steps-by-step instruction and are not intended to be a full explanation of the steps needed to complete upload/filing of 1099s. **Nelco Account Creation and File Upload Training:** [Nelco 1099 Upload Training Video](#)
2. Select **Create Account** on the Nelco website.
<https://skilmatch.nelcoportal.com/>



Complete **User Information**, **Confirm** and **Accept licensing agreement**.



3. When you logged in to Nelco, you will start on your **Filing Home** page.



The webpage shows 3 large icons on the “**Filing Home**” page:

Forms in Progress – shows you the data file information currently imported, but not yet submitted. Select the services you want and the files that will be included for reporting.

Submit Forms – shows the forms that have been imported and prepared for submitting.

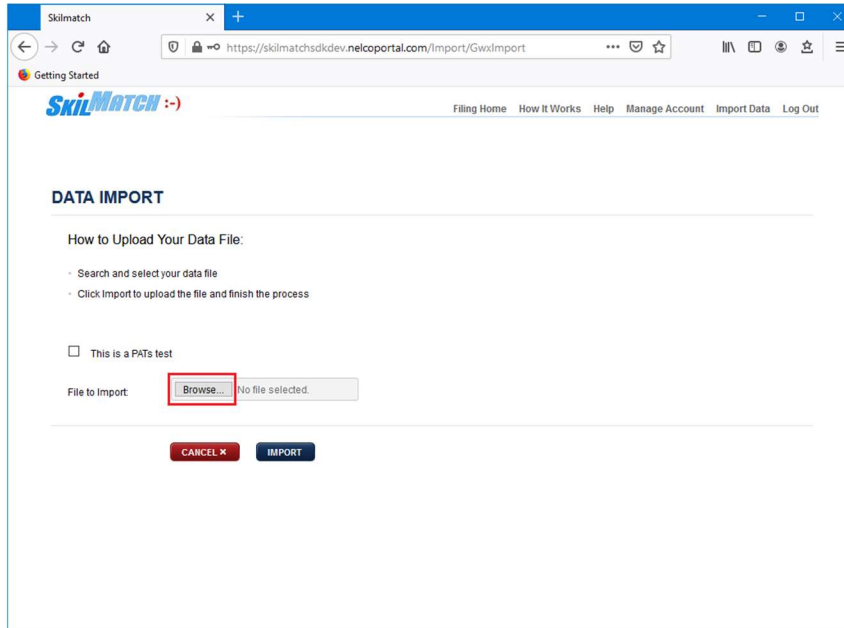
Form Filing History – shows the status of files submitted and are in progress.

Note1: These icons are only “active (highlighted)” when they contains data to work with, otherwise they will remain greyed out and inaccessible. If you have NO “**Forms in Progress**” then it will not be active. If you have imported data, “**Forms in Progress**” will be active for access (i.e. If you have submitted all your uploaded data to the IRS, you will no longer have access to “**Forms in Progress**” or “**Submit Forms**”).

Note2: Review training video above for steps to import, review and submit files.

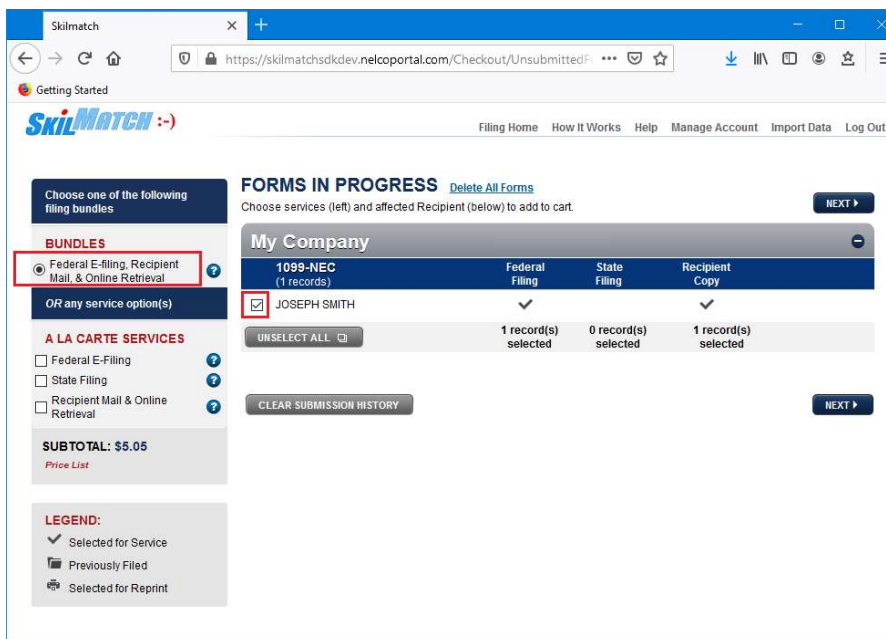
A. Select **Import Data** in upper right corner to upload your **FIRST** SkilMatch file.

- B. **Browse** PC desktop to locate the **EOY 1099** folder, select and open file (created in steps above).



- C. Select the SkilMatch 1099 file to import (i.e. **PB1099NECxxyy**, **ST1099NECxxyy**, **AP1099MISCxxyy**, **AP1099NECxxyy**) select **Open** and select **Import**.
- D. Select the “**Federal E-filing, Recipient Mail, & Online Retrieval**” Bundle option on the left (A la cart options available, but SkilMatch recommends the bundle indicated above).

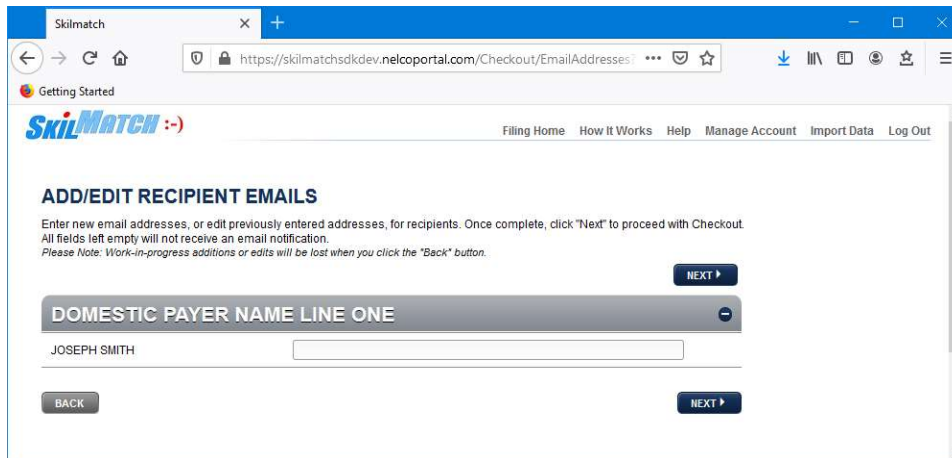
REMINDER: No STATE Filing for 1099-MISC/1099-NEC, see Important Information section for details.



- E. **Review your records...** you can select or de-select vendors/contractors listed as needed. When ready to proceed, select **Next**. (See legend, bottom left corner for assistance.)

Note1: If the imported records contain emails for ALL vendors/contractors, you will NOT receive the following email review option. If you have records that are missing email address, then you will have the following screen to add emails to records.

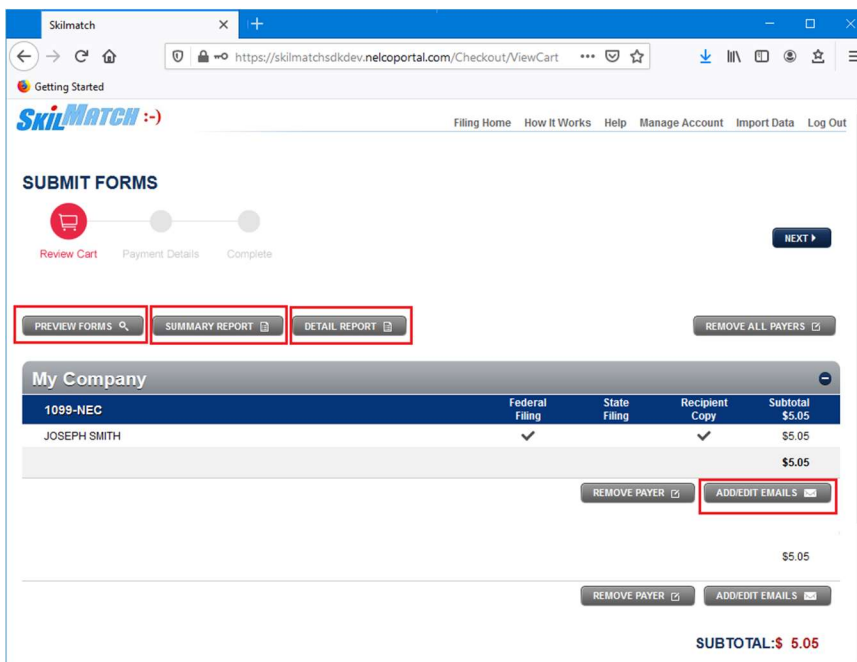
Note2: Update as needed in the **Add/Edit Emails** option below subtotals.



When complete, select **Next**.

CRITICAL: Do **NOT** proceed with credit card information until all files have been uploaded for this EIN/Company Number.

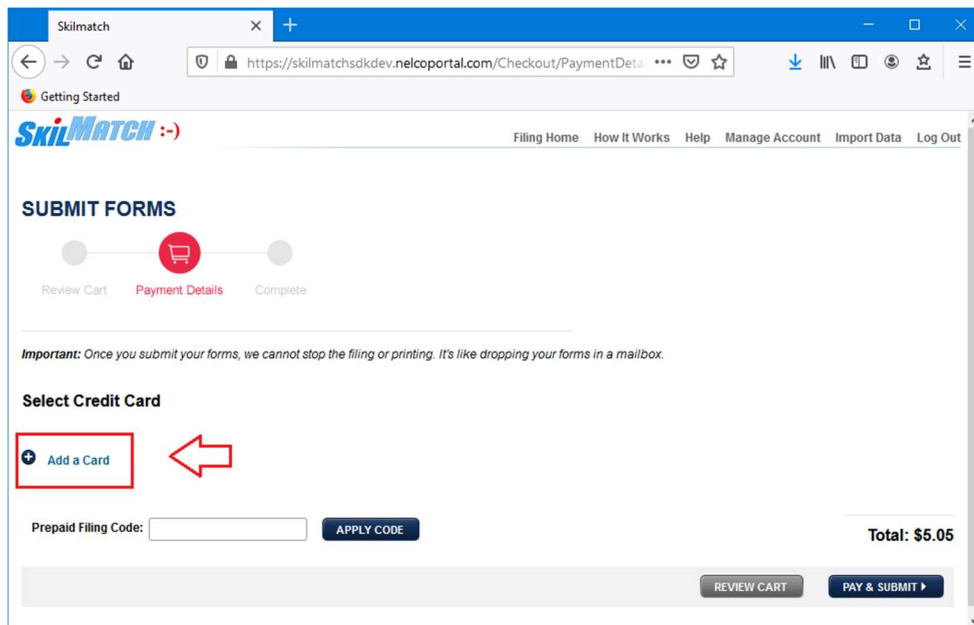
4. **Repeat step 3 above** starting with **Import Data** option and upload **ADDITIONAL SkilMatch files** (i.e. Payables/Payroll) for the **same company number** and complete the selection process, steps "B-E" above.
5. **Submit Forms** option gives you access to **Preview Forms**, **Summary Report**, and **Detail Report**. **Review these forms to confirm data looks as intended.**



My Company			
	Federal Filing	State Filing	Subtotal
1099-NEC	✓	✓	\$5.05
JOSEPH SMITH			\$5.05
			\$5.05
			\$5.05
			SUBTOTAL: \$ 5.05

When **READY**, have fully reviewed **AND** uploaded all files for this EIN/Company number... click **Next** to check out through the Nelco Cart and complete the transaction.

Note: If you need to start this process over, you have the option to “**Remove All Payers**” on right-middle side of screen. Select this option/confirm and start over the **Import Data** option.



6. **Complete the checkout** with **Add a Card** option to **finalize** this full process for this EIN/Company Number.

*The Federal file is set to submit to the IRS upon checkout. No additional steps are needed. **Note:** The IRS is accepting files on January 8th, so Nelco will hold and file on 1/8/21.

*The 1099 Forms have started the process for print/mail to vendors/contractors, no additional steps needed.

7. **REPEAT** this full process for **EACH EIN/Company Number**.

8. **Check Back** with Nelco to confirm acceptance of your file in the **Form Filing History**. You will also receive mail notifications from Nelco regarding status of federal filing and forms.

This webpage also give you access to effortlessly print/email 1099 forms at a later date, upon vendor/contractors request.

Note: 1099 files/data available online for 3 years for future access.

Call SkilMatch if you have questions or need assistance.

SkilMatch webpage with access to the SkilMatch, IRS and Nelco links for 1099s
<http://www.skilmatch.com/documentation/ADD/NELCO/index.htm>