



Instructions for Submitting 1099's from E-Closing

BEFORE YOU FILE

Step 1 – The first step is to obtain an IRS FIRE Account ID if you do not already have one. To obtain an ID simply go to <https://fire.irs.gov/firev1r/Register.aspx> and complete the online application. This process may take up to **3 Days*** so please provide yourself time to setup the account.

***May take longer during peak times.**

Step 2 – Once you have received your IRS FIRE Account ID you will need to add it to E-Closing Connect. From the Whiteboard go to **Back Office > E-Closing Connect**. On the next screen you will need to scroll down until you see the **1099 Electronic Filing IRS e-file** logo. Click on that logo and enter in the **Account** field your FIRE Account ID. To save click on **Update Connections** when that is completed.

Step 3 – You will also need your Federal ID number entered in the system. To enter that you will need to add it to the rolodex record for **This Company**. From the Whiteboard go to **Back Office > Rolodex Menu > Manage Rolodex**. On the next screen select the **Business type** drop-down and select **This Company** (or **Settlement Agency** if you have more than one office entered in E-Closing.) Click on your company name to open your rolodex record. On the right hand side of the form is a field labeled **Fed. ID Nbr**. Do not enter dashes since it will be formatted properly after the number is entered. Next scroll down and click on **Update Rolodex**.

VERIFY THE 1099 DATA

1099 File Summary

This feature will generate a report listing all 1099 Eligible files and will indicate any missing data prior to submitting to the IRS.

To run the Summary Report, follow these steps:

Step 1 - From the Whiteboard, select **Escrow Acc.** -> **1099 File Summary**

Step 2 - Enter the **Begin date** and the **End date**

Note: Settlement Agencies will select an "Office" from the drop down menu.

Step 3 - Select the Output Option by clicking the box next to the desired option:

- View on Screen (PDF)
- Email (enter in email address for intended recipient)
- Word Document

Step 4 - Click Create Report to generate

Note: All missing data will appear in Red on the report. Once all missing data has been updated in the appropriate files, the user may run the report again, to make sure all Eligible files are in Black.

- If a file is appearing on the report that isn't Eligible (or should be on the report and isn't), go within that file and go to **Maintain File > Financial Information**. There is a field that says **1099 Eligible, Yes or No**. Toggle the correct option for that file and click **Update Financial**.

SUBMIT THE 1099's

1099 File Submission

Before being able to file electronically you will need to obtain your Fire Account ID (or TCC Number) from the IRS. To obtain your ID, simply go to <https://fire.irs.gov/Register.aspx>. and complete the application. Once the ID is obtained, enter the credentials in E-Closing Connect. To then create the file to submit to the IRS follow these steps:

Step 1 - From the Whiteboard go to **Escrow Acc > 1099 File Submission**.

Step 2 - Enter the **Begin date** and **End date**

Note: Settlement Agencies will select an "Office" from the drop down

Step 3 - Select the **Submission Type** from the drop down menu (First Submission this year/Correction File/Resubmission)

Step 4 - Select **Test File, Yes or No**

Step 5 - Click **Create Submissions**

Step 6 - The system then automatically downloads the document in the proper Text format.

Step 7 - Save the attachment to a place on your computer you can easily locate and the into the IRS FIRE Site (<https://fire.irs.gov/>) and upload the saved file.

The IRS will generally send you an automated email within 36 hours letting you know if they've accepted your 1099 submission. If they have not they are pretty good about explaining what might be missing in your upload file and you will need to make the necessary corrections and follow steps 1 through 4 in this tutorial to submit a resubmission file.