

- 4800 Falls of Neuse Road, Suite 600
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

Criteria for Orders to Become 1099 Records

NOTE: The following factors will affect the creation of a 1099 record in Pro1099 which Select will utilize to produce the submission file to the IRS.

1. Order is marked a **Purchase**.

Rush order				
Exclude order from	m IRS submission			
Auto-publish to So	oftPro Live	SoftPro Live te	mplate:	
Purchase	Commercial	Order type:	Title & Escrow	~
O Refinance	Construction	Product type:		~
Equity	Out of county	Policy type:	Simultaneous	V

- 2. Order has a **Seller** contact.
 - a. Having the seller marked as Corporation or Exempt still exports the order into 1099-S but the 1099 will be marked as Exempt.
 - b. The Order does not need to have a Seller Name to populate a 1099-S but there must be a seller contact.

Order Contacts							
Туре	Name	Code					
Buyer/Borrower	Chandler Bing and Monica Bing	B					
Government	Wake County Clerk	G					
Hazard Insurance Agent	Nationwide Insurance Company	HZ					
HOA	Harris Mills	HOA					
HOA Management Company	Real Property Management Group	HMC					
Lender	Southbank	L					
Listing Agent/Broker	Century 21 Main Street Realty	LB					
Payoff Lender	Sun Trust Mortgage	P					
Seller	Central Perk, LLC	S					
Selling Agent/Broker	Re/Max of North Texas	SB					
Settlement Agent	SoftPro Settlements	A					
Underwriter	Fidelity National Title	U					

3. Order has **NOT** been marked to **Exclude** order from IRS submission.

Bring Contraction Express Order Entry	
Rush order	
Exclude order from IRS submission	



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- 4. Settlement date is equal or prior to todays date (having the Settlement Date marked as Estimated does **NOT** change this behavior). Note: If the settlement date is changed after the record is created and the Order no longer meets the criteria, the record will be pulled out of 1099 and when criteria is met again the record will be recreated.

Settlement date/time:	01/09/2018 02:19 PM	\sim	Estimated date/time
Due date/time:	(None)	\sim	

5. Having the Seller marked as **Corporation** in Order Contacts or Exempt still exports the order into Pro1099 but it will be marked as Exempt.

Seller											
Seller											
C	O Individual Organization					Type:	Corpor	ation	~	Edit 9	Signature
N	Name: Benny Ball Builders, Inc. Tax ID/SSN:							SSN:			
0	Seller Pr	oceeds & 10	99-S								
	xclude order from I										
1099-	S description: 12	3 Wildwood Avenu	e/Austin TX 73344			1					
Total	cash to sellers:	\$459,996.36	Divert sell	er proceeds to line:	~						
Total buyer's part of real estate taxes:											
	Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
- b 1	Central Perk, LLC		100.00000	\$459,996,36	\$460.000.00	0.00					

6. Marking the file as **Excluded from IRS** submission will **NOT** export the order into Pro1099.



7. The order does not need to have a Seller Name completed in the order, just the Seller contact.

 Order Cont + -	tacts	
Type Buyer/Borrower Lender Payoff Lender Seller	Name Wachovia Mortgage Corporation Mortgage Branch	Code B L P S
Settlement Agent Underwriter	SoftPro Settlements Fidelity National Title	A U



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- 8. Pro1099 files will still be created even if there are no receipts/disbursements in the register. However, if the seller has \$0 proceeds the file will not be submitted to the IRS unless the "Include records with \$0 seller proceeds" checkbox is selected in the IRS Submission File Wizard or unless the Property Services received box is selected.

	<	IRS Su	Ibmission File Wiz	ard						
		Submiss	sion File Tax `	Year						
		Enter chec	r the tax reporting ye k the box below.	ear below. If includin	g records with \$0.0	0 proceeds,				
			reporting year: 20 Include records with	7 \$0.00 seller proceed	is.					
		Click	next to continue.							
				Nex	t > Canc	el l	Help			
O Seller	Proceeds & 10	99-S								
Exclude order fro	om IRS submission									
1099-S description:	123 Wildwood Avenu	e/Austin TX 73344	ł							
Total cash to sellers:	\$459,996.36	Divert sel	ler proceeds to line:	~						
Total buyer's part of	real estate taxes:									
Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099
										Reporting

- 9. If SPAdmin profile preference is "Export only escrow 'closed' orders" is:
 - a. Unchecked: Order can have Escrow Status of Blank, In Process, or Closed to export to Pro1099. Canceled, & Held will not export into Pro1099.
 - b. Checked: Order can have Escrow Status of Close to export to Pro1099. Otherwise it will not export.

		Default\Production	n\North Carolina			? ×
		General 1099	Other	Order	HUD	Accounting c Connections
		Payer name:	Softpro Settlements	Members	Classi	ic connections
		Name line 2:	Sonpro Settlements			
		Tax ID number:	12-3456789	Name control:	TCC:	
		Contact name:	Lauren DeNoia	Name control:	100:	
		Contact name: Phone number:		Phone extension: 5452		
		Email address:			<u>د</u>	
			lauren.denoia@softpr	ocorp.com		
		Company name:	Softpro Settlements			
Escrow Status		Name line 2:				
Escrow office:	A V SoftPro Settlem Es	Mailing address:	4800 Falls of Neuse F	load, Suite 400		
	······································	City/State/Zip:	Raleigh		NC 🗸 276	09- Foreign
	Pr	Options		Special indicators		
			scrow "closed" orders	Service bureau		
Date/time escrow opened:	(None) V O	Payer function		Last time filing		
		Display TCC v	warning			
Escrow status:	~					
Deta (Kara ana ang dara da	(None)					Transmitter
Date/time escrow closed:	In process C					
Escrow lock status:	Hold					
	Closed					
Comments:	Canceled					
					OK	Cancel Apply

