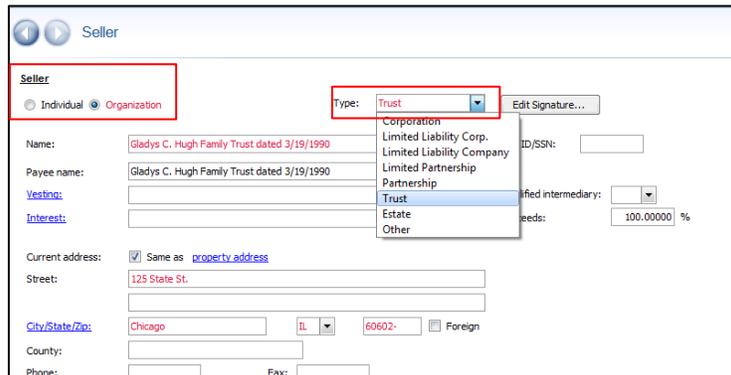


## HOW TO MANUALLY ENTER A 1099-S FOR A TRUSTEE OF A TRUST

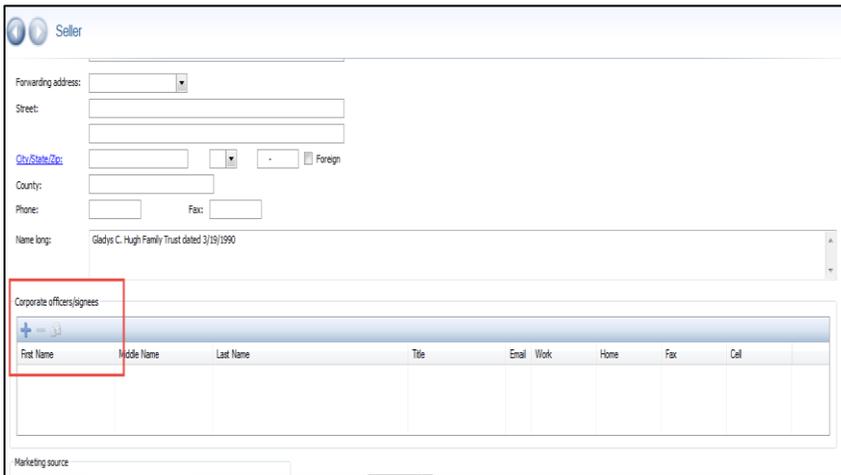
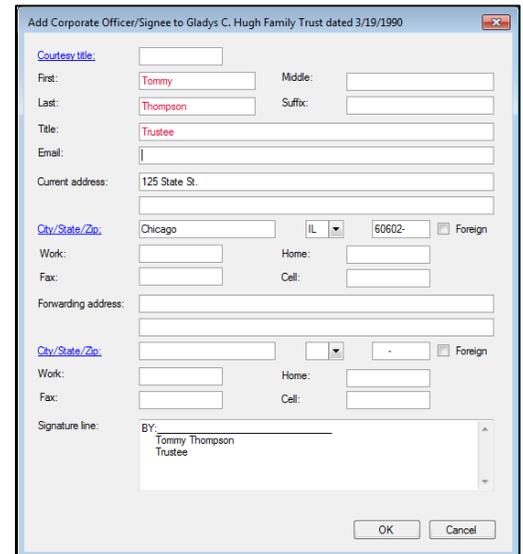
This handout will outline a situation involving a trust when the **individual trustees** need to be issued a 1099-S.

In the **Order Contact Screen**, Enter the Seller as an Organization with the **Type** dropdown set to **Trust**.



Add the Trustee(s) in the Corporate officers/signees by clicking the + icon.

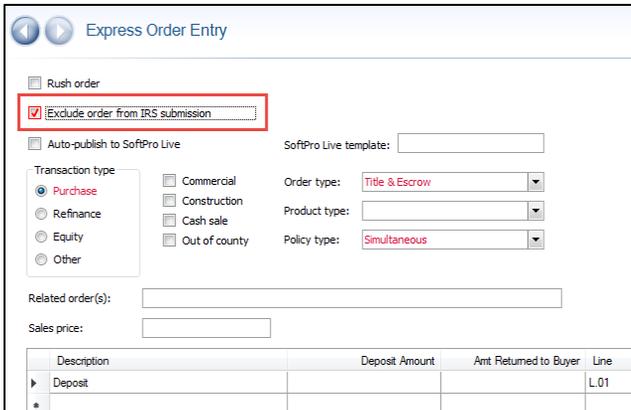
Enter all Contact information in the **Add Corporate Officer/Signee** dialogue box.

## IMPORTANT NOTE: Mark the Order as **Exclude order from IRS Submission**.

This can be done via the **Express Order Entry** Screen as well as via the **Seller Proceeds & 1099-S** Screen:

**Note:** This will prevent the system from automatically creating a 1099 for the Trust. A manual 1099-S would have to be entered in to Pro1099 for each Trustee.



**Express Order Entry**

Rush order

**Exclude order from IRS submission**

Auto-publish to SoftPro Live

SoftPro Live template:

Transaction type: **Purchase** (selected)

Commercial  Construction  Cash sale  Out of county

Order type: **Title & Escrow**

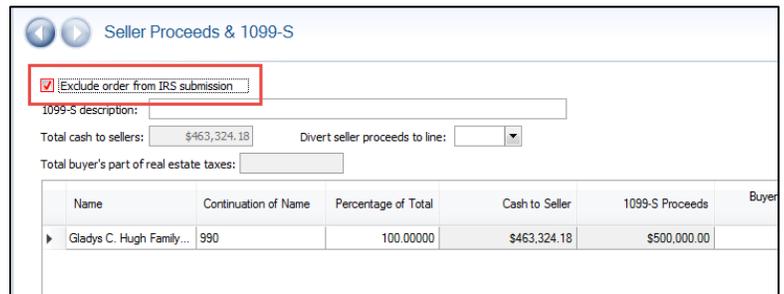
Product type:

Policy type: **Simultaneous**

Related order(s):

Sales price:

Description	Deposit Amount	Ant Returned to Buyer	Line
▶ Deposit			L.01



**Seller Proceeds & 1099-S**

**Exclude order from IRS submission**

1099-S description:

Total cash to sellers: \$463,324.18

Divert seller 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
▶ Gladys C. Hugh Family...	990	100.00000	\$463,324.18	\$500,000.00	

## STEPS TO MANUALLY CREATE A 1099-S FOR THE TRUSTEES:

Navigate to **Pro1099**.

1. Select **New 1099 Record**. (a new tab will appear, as 1099 record)
2. Enter the File number in **Order number** field.
3. Enter the 1st 4 letters of the Seller's Last Name (Trustee) in the **IRS name control** field.
4. Enter the Seller's Last Name (Trustee), First Name in the **seller name - Last, First** field.
5. Enter the Seller's Forwarding address (Trustee) in the **Address/City/State/Zip** fields.
6. Enter the Property Address in the **Legal description** field. **Note:** The exact format shown below must be used. Street Address/City, State Zip).
7. Enter the Trustee's Proceeds in the **Gross proceeds** field. (Should not exceed the total Sales Price)
8. Enter the Buyer's part of the real estate tax as shown in the Buyer's part of R/E tax. (see screen shot **B**. **This gives the total of the Buyer's part of Real Estate Tax.**)
9. Enter the Social Security Number of the Trustee in the **Tax ID/SSN** field.

A.

1099 Record (1)\* - SoftP

ProForm ProTrust ProDesign Pro1099 SPImage SPAdmin 360

New 1099 Record 1099 Search Reports Preview Record Print Record Print Substitute 1099-S Forms Create Submission File Open IRS FIRE

Start Page 1099 Record (1)\* x

Information NOT submitted to the IRS

1099-S furnished to seller  Tax ID solicitation signed Escrow officer/Closer: [dropdown]  Exempt

Information submitted to the IRS

Order number: [text: Enter the File #] 2 Correction status: [dropdown]

IRS name control: [text: 3] 1st 4 letters of Seller Last name. ex. TRUS

Tax ID type: Individual Organization

Seller name - Last, First: [text: Trustee, Timmy] 4 Tax ID/SSN: [text: 9] Enter SS# for the Trustee

Continuation of name: [text]

Address: [text] 5 Enter the Seller's Forwarding address

City/State/Zip: [text] Foreign address

Legal description: [text: 123 Generation St./Temecula, CA 92591] 6 Enter Address in the exact format shown

Settlement date: [dropdown: (None)]

Gross proceeds: [text] 7 Sales Price  Property or services received

Buyer's part of R/E tax: [text] 8

Special data entries: [text]

See note below

B.

Seller Proceeds & 1099-S

Exclude order from IRS submission

1099-S description: 126 Sebbie St./Aurora IL 60506

Total cash to sellers: \$165,468.01 Divert seller proceeds to line: [dropdown]

Total buyer's part of real estate taxes: \$6,173.74

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
Murray, Lee		100.00000	\$165,468.01	\$535,000.00	\$6,173.74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payees

**Note:** If the Seller name needs to be the Trustee of the Trust.  
The System will automatically create the 1099 Record for the individual.  
**\*\*You may have to manually correct the name in the Pro1099 Record.**

1. Enter the Trustee into the **Seller Name** field. (See example below)
2. Enter the Individual Trustee's SS# in the **Tax ID/SSN** Field.

**Seller**

Individual
  **Organization** 1
Type: 
Edit Signature...

**Name:** 
2
**Tax ID/SSN:**

**Payee name:**

**Vesting:** 
Qualified intermediary:

**Interest:** 
Proceeds:  %

**Current address:**  Same as [property address](#)

**Street:**

**City/State/Zip:**     Foreign

**County:**

**Note:** the 1099 record will reflect the Trustee name.

**Seller Proceeds & 1099-S**

Exclude order from IRS submission

**1099-S description:**

**Total cash to sellers:** 
Divert seller proceeds to line:

**Total buyer's part of real estate taxes:**

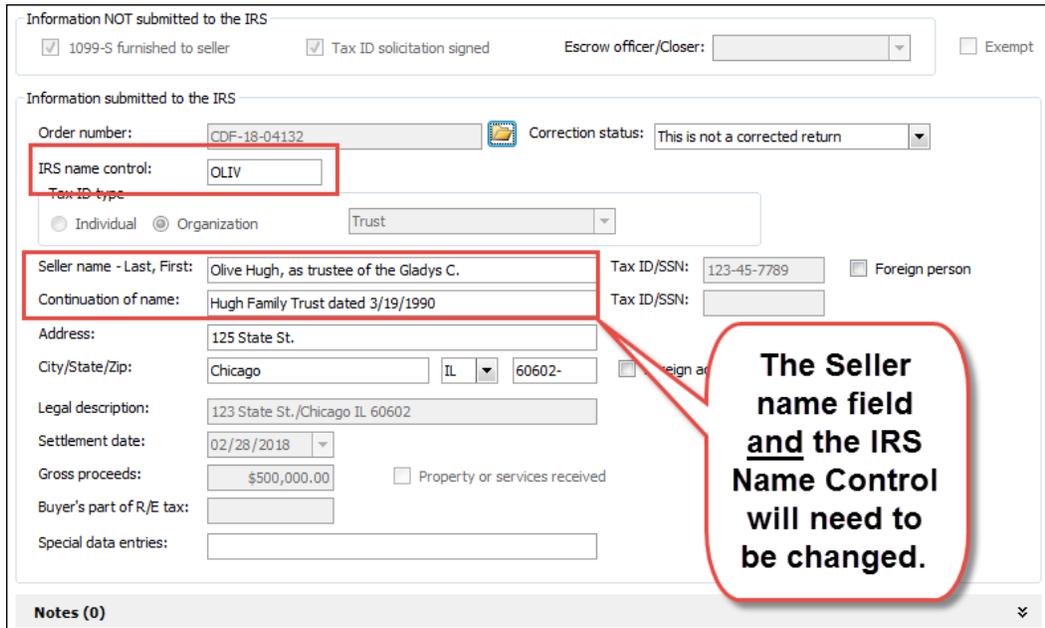
Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
▶ Olive Hugh, as trustee ...	Hugh Family Trust dat...	100.00000	\$463,324.18	\$500,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Do Not Select "Exclude"

## To manually adjust the Pro1099 record:

Navigate to Pro1099 and search for your record.

It will have the information that was entered into your ProForm order.



Information NOT submitted to the IRS

1099-S furnished to seller  Tax ID solicitation signed Escrow officer/Closer:   Exempt

Information submitted to the IRS

Order number: CDF-18-04132 Correction status: This is not a corrected return

IRS name control: OLIV

Tax ID type: Individual  Organization  Trust

Seller name - Last, First: Olive Hugh, as trustee of the Gladys C. Tax ID/SSN: 123-45-7789  Foreign person

Continuation of name: Hugh Family Trust dated 3/19/1990 Tax ID/SSN:

Address: 125 State St.

City/State/Zip: Chicago IL 60602  Foreign address

Legal description: 123 State St./Chicago IL 60602

Settlement date: 02/28/2018

Gross proceeds: \$500,000.00  Property or services received

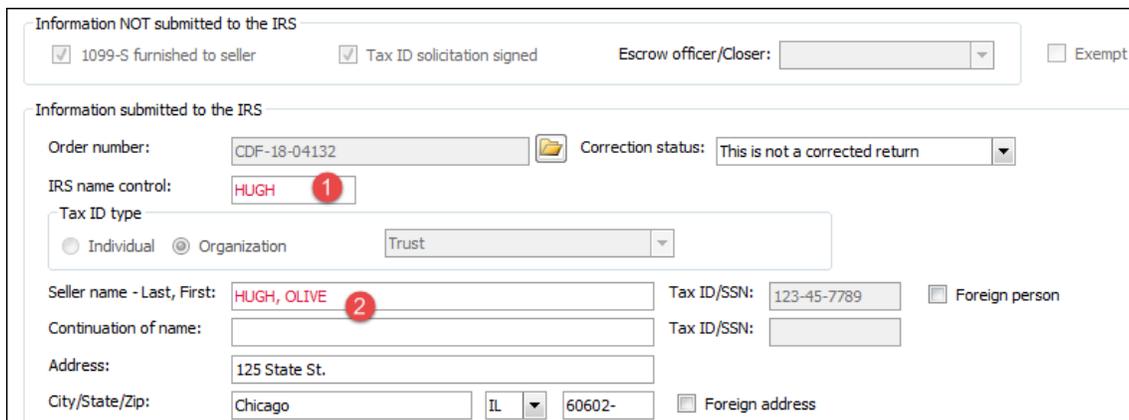
Buyer's part of R/E tax:

Special data entries:

Notes (0)

**The Seller name field and the IRS Name Control will need to be changed.**

1. Enter 1<sup>st</sup> 4 letter of last name.
2. Manually change the Seller name (Last name, First name)



Information NOT submitted to the IRS

1099-S furnished to seller  Tax ID solicitation signed Escrow officer/Closer:   Exempt

Information submitted to the IRS

Order number: CDF-18-04132 Correction status: This is not a corrected return

IRS name control: HUGH 1

Tax ID type: Individual  Organization  Trust

Seller name - Last, First: HUGH, OLIVE 2 Tax ID/SSN: 123-45-7789  Foreign person

Continuation of name:  Tax ID/SSN:

Address: 125 State St.

City/State/Zip: Chicago IL 60602  Foreign address