

- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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.

G Seller									
Seller									
🔘 Individual 🔘 Org	anization			Type:	Trust	•	Edit Signature		
Name: Payee name: <u>Vesting:</u> <u>Interest:</u>	Gladys C. H	Hugh Family Trust di Hugh Family Trust di	ated 3/19/1990 ated 3/19/1990)	Corporation Limited Liability Limited Liability Limited Partners Partnership Trust Estate Other	Corp. Company hip	ID/SSN: lified intermediary: reeds:	v 100.00000	%
Current address:	🔽 Same a	as property addres	<u>s</u>						
Street:	125 State	St.							
City/State/Zip:	Chicago		IL -	• 6	0602- 📃 For	eign			
County:									
Phone:			Fax:						

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.

warong address:								
.et:								
Para Para								
(State/20):		- Poregn						
nty:								
ne:		Fax:						
re long:	Gladys C. Hugh Family Trust da	ted 3/19/1990						
ne long:	Gladys C. Hugh Family Trust da	ted 3/19/1990						
ie long:	Gladys C. Hugh Family Trust da	led 3/19/1990						
ne long: porate officers/sign	Gladys C. Hugh Family Trust da	ied 3/19/1990						
ne long: porate officers/sign	Gladys C. Hugh Family Trust da	led 3/19/1990						
e long: orate officers/sign = xt Name	Gladys C. Hugh Family Trust da ees Middle Name	lad 3/15/1990 Lad Name	Tile	Enal Work	Home	Fax	Cel	
ie long: iorate officers/sign i = jj it Name	Gladys C. Hugh Family Trust da ees Nidde Name	Last Name	Tée	Enal Work	Home	Fax	Cel	
ne long: norate officers/sign n = 33 xt Name	Gladys C. Hugh Family Trust da ees Midde Name	Last Name	Tõe	Enal Work	Home	Fax	Cel	
ne long: Norate officers/sign = et Name	Gladys C. Hugh Family Trust da ees Midde Name	Lat Name	Tée	Enal Work	Home	Fax	Cel	

dd Corporate Office	r/Signee to Gladys C. Hugh	Family Trust dated 3/19/1990
Courtesy title:		
First:	Tommy	Middle:
Last:	Thompson	Suffix:
Title:	Trustee	
Email:		
Current address:	125 State St.	
City/State/Zip:	Chicago	IL G0602- Foreign
Work:		Home:
Fax:		Cell:
Forwarding address:		
City/State/Zip:		 Foreign
Work:		Home:
Fax:		Cell:
Signature line;	BY: Tommy Thompson Trustee	î
		OK Cancel



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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 1 Exclude order from 1 Auto-publish to Soft Transaction type Purchase Refinance Eouity	RS submission	SoftPro Live template: Order type: Product type: Simultaneous				Exclude order from IRS su (Exclude order from IRS su 99-5 description: tal cash to sellers: tal buyer's part of real esta	brission H63,324.18 Dive te taxes:	ert seller proceeds to line: [
Other			Jump			Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer
Related order(s):					Þ	Gladys C. Hugh Family	990	100.00000	\$463,324.18	\$500,000.00	
Sales price:]									
Description		Deposit Amount	Amt Returned to Buyer	Line							
Deposit				L.01							

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.





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AT 1 1	• 🗯 • 📼					1099 R	ecord (1
ProForm	ProTrust Pr	oDesign Pro 1099	SPImage	SPAdmin 360			
1099 New 1099 Record	teor Search Repo	orts Preview Record	Print Record Print	1088-8 it Substitute 1099-S Forms	Create Submission	FIRE FIRE Open IRS FIRE	
F	lecords		Printing		1	Fools	
Start Page	1099 Record (1)* ×					
Information NO	submitted to the IRS	Tax ID solicita	tion signed	Escrow officer/Closer:			Exempt
Tax ID type Continuation of Tax ID type Individu Seller name - 1 Continuation of	al Organization	3		Tax ID/SSN:	4 letters of Selliname. ex. TRUS	er Last Enter the T	SS# f rustee
Address: City/State/Zip	: 5 -	wation St. Naman In. C.	02501	- Foreign a	ddress	Enter the Selle Forwarding add	er's Iress
Settlement da Gross proceed	te: (None)		Property or service	25 received			
Buyer's part o	r R/E tax:			Ent	er Address in th	e exact format	shown

В.

E	Exclude order from IR	S submission									
099 otal	9-S description: 126	\$165,468.01 Dive	rt seller proceeds to line:	•	_	8	_				
otal	l buyer's part of real	estate taxes: \$6,173	1.74								
	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					
					L]				



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<u>Note</u>: 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		
<u>Seller</u> Org	anization 1 Type: Trust 💌	Edit Signature
Name:	Olive Hugh, as trustee of the Gladys C. Hugh Family Trust dated 3/19/1990	Tax ID/SSN: 123-45-6789
Payee name:	Olive Hugh, as trustee of the Gladys C. Hugh Family Trust dated 3/19/1990	
Vesting:		Qualified intermediary:
Interest:		Proceeds: 100.00000 %
Current address: Street:	Same as property address 125 State St.	
City/State/Zip:	Chicago IL 💌 60602- 🔲 Foreign	
County:	Cook	

Note: the 1099 record will reflect the Trustee name.

109	Exclude order from IRS sul 19-S description: 123 Stat	eds & 1099-S			Do No "Exc	ot Select clude")				
Tot Tot	al cash to sellers: \$	463,324.18 Dive	rt seller proceeds to line	e: 💌							
	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
Þ	Olive Hugh, as trustee	Hugh Family Trust dat	100.00000	\$463,324.18	\$500,000.00	0.00			V	V	

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Navigate to Pro1099 and search for your record.

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

Information NOT submitted	the IRS	
1099-S furnished to s	ller 🕢 Tax ID solicitation signed Esc	row officer/Closer:
Information submitted to the	IRS	
Order number:	CDF-18-04132 Correctio	n status: This is not a corrected return
IRS name control:	OLIV	
 Individual Orga 	Trust	v
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-	📄 🙀 The Seller
Legal description:	123 State St./Chicago IL 60602	name field
Settlement date:	02/28/2018 🔻	and the IRS
Gross proceeds:	\$500,000.00 Property or services receiv	^{ed} Name Control
Buyer's part of R/E tax:		will need to
Special data entries:		be changed
		be changed.
Notes (0)		*

- 1. Enter 1st 4 letter of last name.
- 2. Manually change the Seller name (Last name, First name)

1099-S furnished to s	eller [🕖 Tax ID solicit	ation signed	Escrow office	r/Closer:		-	Exemp
nformation submitted to th	e IRS							
Order number:	CDF-18-04132			Correction status:	This is not a	corrected retur	n 🔻	
IRS name control:	нидн 🚺							
 Individual Org. 	anization	Trust		Ŧ				
Seller name - Last, First:	HUGH, OLIVE	2		Tax II)/SSN: 123-	45-7789	E Foreign pers	son
Continuation of name:		6		Tax II)/SSN:			
Address:	125 State St.							
City/State/Zip:	Chicago		11 -	60602- E	oreign addres	25		

