Electronic Filing of 1099s

Electronic submission of 1099s is done differently for state and federal.

Federal 1099 Submission

Federal submission of the 1099 is done through the Filing Information Returns Electronically (FIRE) portal. The portal has a separate area for test submissions (https://test.fire.irs.gov/) and final submissions (https://fire.irs.gov).

The two sites (test and final) are completely independent. A separate user name and password is required for each site. The same credentials may be used for both. Changing the password on the test site, however, does not update the password on the final site, and vice versa.

Submitting a Test File

From the AP Main Menu, click on Reports, Forms 1099, TXT Export for Federal. This will open the Federal 1099 FIRE Exports form.

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