1099 Step-by-Step Checklist

To make your 1099 process as smooth as possible, we've provided some helpful tips and a checklist to guide you through the items and steps to complete.

Prep in Advance
Review your data right now to make sure everything looks good, so you'll have time to fix anything needing attention.

Getting started

- ☐ Reserve your spot today! Submit your Letter of Intent before you miss the deadline of early December

Prep your data

- ☐ Read this helpful guide for successful 1099 printing: Link
- ☐ Check your data for missing Vendor Tax ID/SSN
- ☐ Check your data for incorrect or missing production company name/address/tax ID
- ☐ Print 1099 summary reports to verify all vendors are tagged appropriately
- ☐ Correct all errors before generating your batch, as our agents cannot adjust your data
- ☐ If you requested eFiling, **enter the Media Services Transmitter Control Code of 89321** when you generate the IRSTAX file inside MediaWeb.
    - **DO NOT** use that code if you are not having Media Services eFile for you

Generate batches

- ☐ The 1099 Guide has details and screenshots needed to help make this successful

For 1099 Printing service, create the following batches

- ☐ Generate the 1099-MISC Form and 1099-NEC Form separately. Make note of the associated Batch IDs and provide those to the support team at mediaweb@mediaservices.com
- ☐ If we're delivering to an office notify your reception/front desk to be on the lookout, to avoid delays because you'll need to mail out the 1099s right away

More support articles about 1099s and other topics can be found on our Help Center.