

HOW TO VIEW YOUR 1099 TRANSMITTALS

INCLUDED ARE STEP-BY-STEP DIRECTIONS ALONG WITH PICTURES TO HELP VIEW YOUR 1099 TRANSMITTAL.

Your screen will reflect different information as these are just examples.

You can access your files by going to our website: www.w2copy.com

YOU WILL RECEIVE AN EMAIL WITH THIS INFORMATION:

- ▼ Your 1099 Transmittal Information is ready for you to retrieve at our website. THESE FILES HAVE BEEN SUBMITTED TO THE IRS.

IF ANY EINS ARE MISSING THEN REPORT TO US IMMEDIATELY AT W2PROCESSING@THESOLVGROUP.COM

1. Select [“CLICK HERE IF YOU ARE AN EMPLOYER”](#)



2. Log-In with your W2 Employer Log-In

3. Select [“DOCUMENTS”](#) under the [“PROCESSING FILES”](#) Tab.



4. Find the menu location code you are looking for and select [“1099 TRANSMITTAL”](#) on the dropdown menu.

5. You will then see your 1099 Transmittal information if you had us transmit your files to the IRS.

- ▼ **Control Report:** Contains all records that were submitted to the IRS. If you have multiple FEINS then you will see A, B, C files.
- ▼ **Upload Statistics:** This is a PDF screen shot of the Transmittal Information. **FILE NAME WILL BE "1099.TRANS"**
- ▼ **1096 Report:** This is a PDF file of your 1096 Report. If you have multiple EINS then you should have one 1096 per EIN. **FILE NAME WILL BE "IRSTAX"**

DOCUMENTS

Customer Codes		
Code	Name	View Available Documents
IT2001	Test W2 Employer	1099 Transmittal ▾

1099 Transmittal Files		
Created	Size	File
2019-01-28 15:56	0.00 KB	irstax
2019-01-28 15:52	47.60 KB	1099m trans 2018.docx
2019-01-28 15:50	287.39 KB	it2001 1099-misc control report.pdf

1096 REPORT

UPLOAD STATISTICS