

Guide to Entering Data in SoftPro

The following provides examples of some of the more common sale transactions and the corresponding 1099 entries.

IMPORTANT: This is intended as an overview of entering data in SoftPro Select for 1099 purposes. Refer to the *Escrow Technical Memorandum 151-2012, 1099-S Proceeds from Real Estate Transactions* for the FNF policy on 1099 reporting. Reach out to 1099 Department (1099Info@fnf.com) with additional questions.

[Scenario One – Individual\(s\)](#)

» [Refusal to Provide US TIN](#)

[Scenario Two – Individual\(s\) – Exempt](#)

[Scenario Three – Corporation](#)

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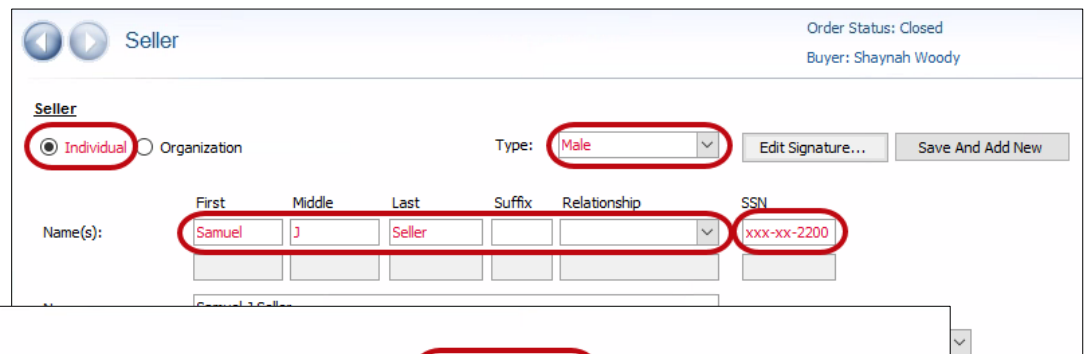
[Scenario Six – 1031 Exchange](#)

Scenario One: Individual

This scenario covers a standard sale transaction with one Seller Contact. The following information should be present in your closed SoftPro Select order for 1099 reporting purposes.

1. Seller Contact information
 - a. **Individual**
 - b. **Name(s)**; if **Type = Joint**, both name fields should be completed
 - c. **SSN**; if **Type = Joint**, the SSN entered is the social security number proceeds are reported under

Type = Male or Female

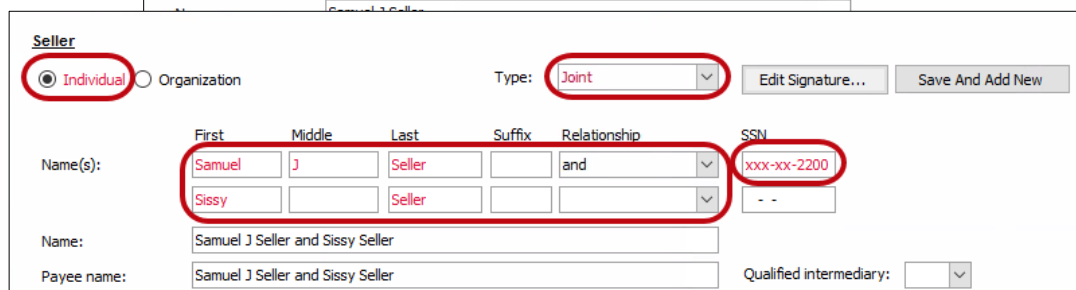


Seller Order Status: Closed
Buyer: Shaynah Woody

☒ Individual ☐ Organization Type: **Male** Edit Signature... Save And Add New

Name(s): First Middle Last Suffix Relationship SSN
 Samuel J Seller and Sissy Seller
 xxx-xx-2200

Type = Joint



Seller

☒ Individual ☐ Organization Type: **Joint** Edit Signature... Save And Add New

Name(s): First Middle Last Suffix Relationship SSN
 Samuel J Seller and Sissy Seller
 xxx-xx-2200

Name: Samuel J Seller and Sissy Seller
 Payee name: Samuel J Seller and Sissy Seller
 Qualified intermediary:

NOTE: The **SSN** field displays only the last four digits once locked down after initial entry. See your management to change if needed.

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- d. **Proceeds**; defaults to 100% where **Type = Male, Female or Joint** and is dependent upon the number of sellers entered
- e. **Current address**; (Street, City/State/Zip, County)
- f. **Forwarding address**; (Street, City/State/Zip, County)

Payee name:	Samuel J Seller			Qualified intermediary:	<input type="checkbox"/>
Vesting:				Proceeds:	100.00000 %
Interest:					
Current address:	<input type="checkbox"/> Same as property address				
Street:	123 Any Street				
City/State/Zip:	Peoria	IL	61614-	<input type="checkbox"/> Foreign	
County:					
Forwarding address:	Same as current address				
Street:	123 Any Street				
City/State/Zip:	Peoria	IL	61614-	<input type="checkbox"/> Foreign	

2. Seller Proceeds & 1099-S information

- a. **Name**
 - b. **Continue of Name**
 - c. **Percentage of Total**
 - d. **Cash to Seller**
 - e. **1099-S Proceeds**
 - f. **Buyer's Part of Real Estate Tax**
 - g. **1099-S Provided**
 - h. **1099-Signed**
- Information pulled from Seller Contact screen
- Information pulled from CDF/HUD/Statement
- Information pulled from tax proration screen (name of screen may vary depending upon your setup)
- In this scenario these are the check boxes checked

Seller Proceeds & 1099-S						Order Status: Closed	Buyer: Shaynah Woody	Transaction Type: Purchase		
<input type="checkbox"/> Exclude order from IRS submission										
1099-S description: 333 Winter St/Peoria IL 61654										
Total cash to sellers:		\$18,145.09	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
Seller, Samuel J	Seller, Sissy	100.00000	\$18,145.09	\$90,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Refusal to Provide a U.S. T.I.N.

If a Seller refuses to provide their US TIN to file a 1099-S, refer to the ***Escrow Technical Memorandum 151-2012, 1099-S Proceeds From Real Estate Transactions*** to review company guidelines.

In addition to the 1099 data needed for the transaction in SoftPro Select,

- » Leave the **Tax ID/SSN** field blank
- » Do **NOT** mark the transaction **Exclude order from IRS submission** or **Exempt from 1099 Reporting**
- » Do **NOT** send a Substitute 1099-S to the National 1099 Department

This transaction is a valid exception and appears on your Exception Report.

Scenario Two: Individual(s) - Exempt

This scenario covers a sale transaction where the sale of the principal residence is exempt from 1099-S reporting. The Seller(s) should complete the ***Certification for No Information Reporting***.

IMPORTANT: Exclusion/exemption of proceeds should be done only when in accordance with ***Escrow Technical Memorandum 151-2012, 1099-S Proceeds From Real Estate Transactions***.

1. Seller Proceeds & 1099-S information

- | | | |
|------------------------------------|---|---|
| a. Name | } | Information pulled from Seller Contact screen |
| b. Continuation of Name | | |
| c. Percentage of Total | | |
| d. Cash to Seller | } | Information pulled from CDF/HUD/Statement |
| e. 1099-S Proceeds | | |
| f. Buyer's Part of Real Estate Tax | — | Information pulled from tax proration screen |
| g. Exempt from 1099 Reporting | — | In this scenario this is the only check box checked; if there is only one Seller, you may check the Exclude order from IRS submission. |

Seller Proceeds & 1099-S

Order Status: Closed
Buyer: Joseph Mroczenski
Transaction Type: Purchase

☐ Exclude order from IRS submission

1099-S description: 123 Any Street/Peoria IL 61614

Total cash to sellers: \$141,992.72 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
▶ Seller, Sammy	Seller, Suzie	100.00000	\$141,992.72	\$155,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NOTE: Use the check boxes for,

- > **Exclude order from IRS submission** check box if **ALL** proceeds of **ALL** Sellers are not reported
- > **Exempt from 1099 Reporting** check box if the proceeds of a specific Seller(s) are not reported

☐ Exclude order from IRS submission

1099-S description: 10803 Walkthrough Way/Fishers IN 46037

Total cash to sellers: \$126,979.77 Divert seller proceeds to line:

Total buyer's part of real estate taxes:

Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
▶ Samuel L. Seller	50.00000	\$63,489.89	\$125,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blue Jacket Corporation	50.00000	\$63,489.88	\$125,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In this example, because there are multiple Sellers, and only one is identified as **Exempt from 1099 Reporting**, the check box for **Exclude order from IRS submission** is left **blank**.

Scenario Three: Corporation

This scenario covers a sale transaction where the Seller Contact is a corporation. A Corporation is automatically set to be exempted from 1099-S reporting. The following information should be present in your closed SoftPro Select order for 1099 purposes.

1. Seller Contact information
 - a. **Organization**
 - b. **Type = Corporation**
 - c. **Name(s)**
 - d. **Tax ID/SSN**; enter the 9-digit tax identification number

Order Status: Closed
Buyer: Shaynah Woody

Seller

☐ Individual ☒ **Organization** Type: **Corporation**

Name: **Selling, Inc.** Tax ID/SSN: **11-2345678**

Payee name: Selling, Inc.

Vesting: Qualified intermediary:

- e. **Proceeds**; defaults to 100%
- f. **Current address**; (Street, City/State/Zip, County)
- g. **Forwarding address**; (Street, City/State/Zip, County)

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Payee name: Samuel J Seller
 Vesting:
 Interest:
 Qualified intermediary:
 Proceeds: 100.00000 %

Current address: ☐ Same as property address
 Street: 123 Any Street
 City/State/Zip: Peoria IL 61614- ☐ Foreign
 County:
 Forwarding address: Same as current address
 Street: 123 Any Street
 City/State/Zip: Peoria IL 61614- ☐ Foreign

2. Seller Proceeds & 1099-S information

- Name**
 - Continuation of Name**
 - Percentage of Total**
 - Cash to Seller**
 - 1099-S Proceeds**
 - Buyer's Part of Real Estate Tax**
 - Exempt from 1099 Reporting**
- Information pulled from Seller Contact screen
- Information pulled from CDF/HUD/Statement
- Information pulled from tax proration screen
- In this scenario the check box defaults to checked; if the only Seller is a corporation, you may check the **Exclude order from IRS submission**.

Seller Proceeds & 1099-S Order Status: Closed
 Buyer: Shaynah Woody Transaction Type: Purchase

☐ Exclude order from IRS submission

1099-S description: 123 Any Street/Pekin IL 61554
 Total cash to sellers: \$17,541.81 Divert seller proceeds to line:
 Total buyer's part of real estate taxes:

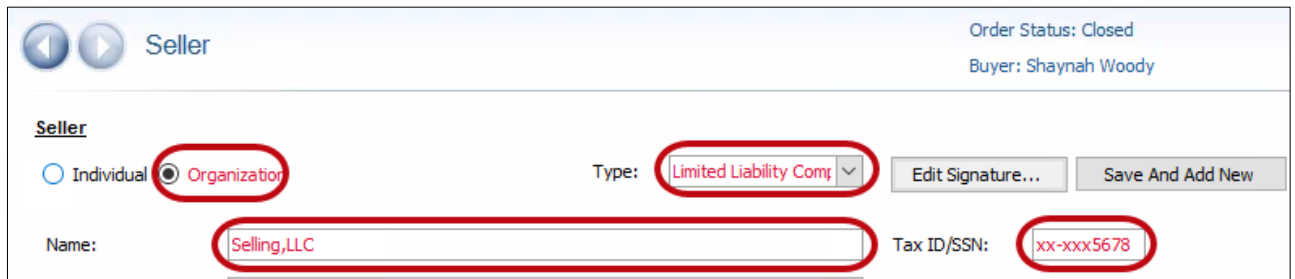
Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
Selling, Inc.		100.00000	\$17,541.81	\$90,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scenario Four: Disregarded Entities

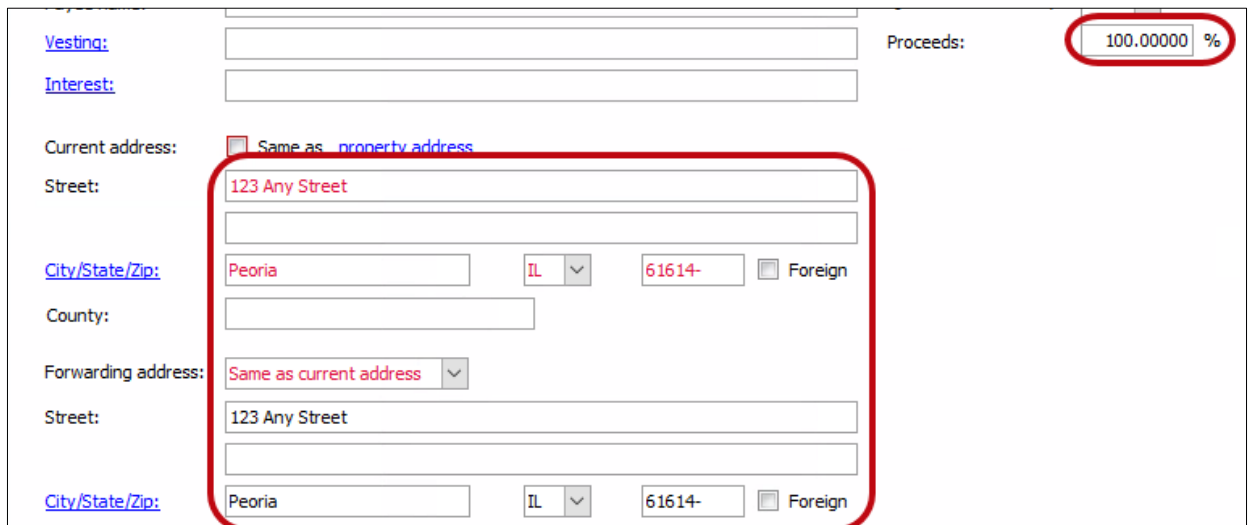
This scenario covers a sale transaction where the Seller Contact is the sole-member/owner or grantor trustee of the disregarded entity. A disregarded entity means the sole owner or trustee assumes the tax obligation and is the one named with its/their TIN reported on the 1099-S. The following information should be present in your closed SoftPro Select order for 1099 purposes.

Contact the 1099 Department (1099info@fnf.com) if additional questions arise on individuals assuming the tax obligation.

1. Seller Contact information
 - a. **Organization**
 - b. **Type = Limited Liability Company or Trust**
 - c. **Name(s)**
 - d. **Tax ID/SSN**; enter the 9-digit tax identification number



- e. **Proceeds**; defaults to 100%
- f. **Current address**; (Street, City/State/Zip, County)
- g. **Forwarding address**; (Street, City/State/Zip, County)



2. Seller Proceeds & 1099-S information

- a. **Name**
 - b. **Continuation of Name**
 - c. **Percentage of Total**
 - d. **Cash to Seller**
 - e. **1099-S Proceeds**
 - f. **Buyer's Part of Real Estate Tax**
 - g. **1099-S Provided**
 - h. **1099-Signed**
- Information pulled from **Seller** Contact screen
- The name may be overwritten when the sole owner or trustee assumes the tax obligation and is to be the one named on the 1099-S.
- Information pulled from CDF/HUD/Statement
- Information pulled from tax proration screen
- In this scenario these are the check boxes checked

Order Status: Closed
Buyer: Shaynah Woody
Transaction Type: Purchase

☐ Exclude order from IRS submission

1099-S description: 123 Any Street/Pekin IL 61554

Total cash to sellers: \$17,541.81 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
Samuel Selling		100.00000	\$17,541.81	\$90,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Scenario Five: Trusts/Estates

This scenario covers a sale transaction where the Seller Contact is a Trust. The following information should be present in your closed SoftPro Select order for 1099 purposes.

1. Seller Contact information

- a. **Organization**
- b. **Type = Trust**
- c. **Name(s)**
- d. **Tax ID/SSN**; enter the 9-digit tax identification number

Order Status: Closed
Buyer: Shaynah Woody

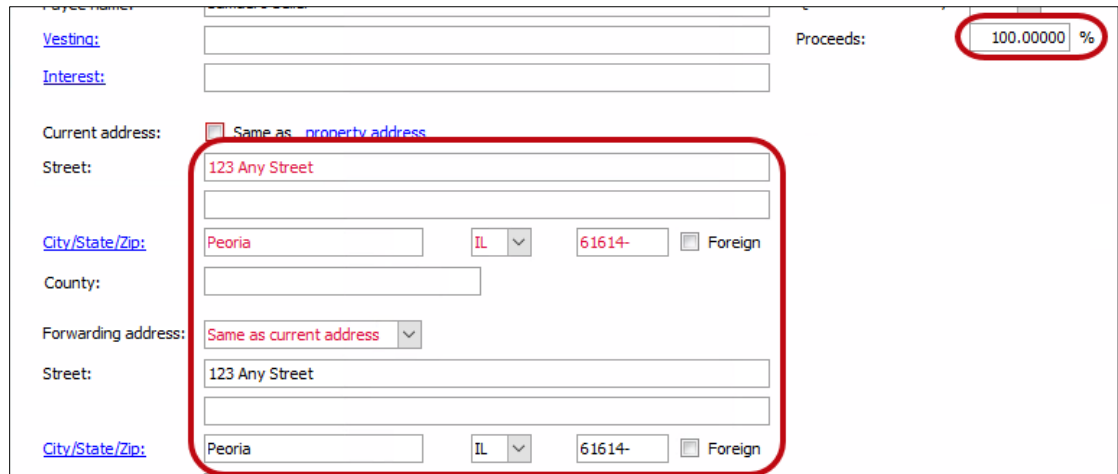
Seller

☐ Individual ☒ Organization Type: Trust Edit Signature... Save And Add New

Name: Samuel J Seller, as trustee under trust agreement dated October 20, 1994 and k Tax ID/SSN: xx-xxx5678

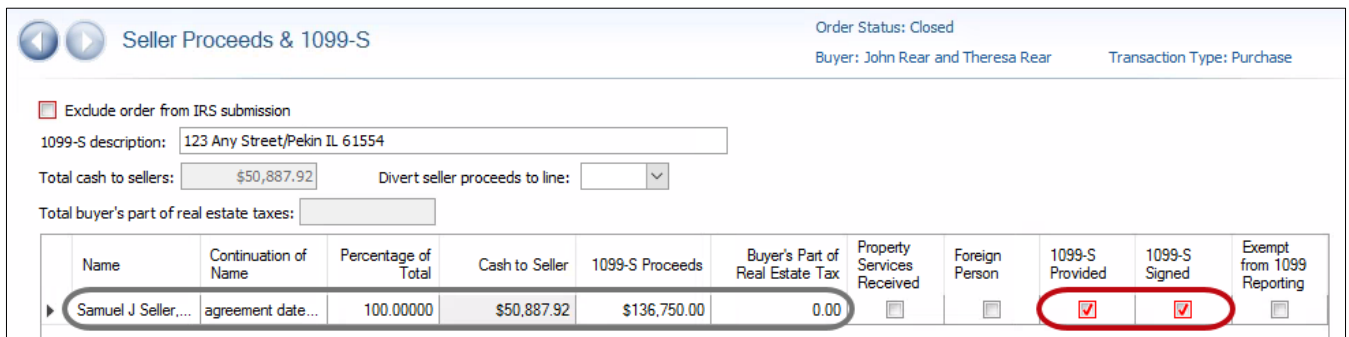
NOTE: Proceeds may be reported under the Trust Employer Identification Number or reported under the individual trustee names and SSNs.

- e. **Proceeds;** defaults to 100%
- f. **Current address;** (Street, City/State/Zip, County)
- g. **Forwarding address;** (Street, City/State/Zip, County)



2. Seller Proceeds & 1099-S information

- a. **Name**
 - b. **Continuation of Name**
 - c. **Percentage of Total**
 - d. **Cash to Seller**
 - e. **1099-S Proceeds**
 - f. **Buyer's Part of Real Estate Tax**
 - g. **1099-S Provided**
 - h. **1099-Signed**
- Information pulled from Seller Contact screen
- Information pulled from CDF/HUD/Statement
- Information pulled from tax proration screen
- In this scenario these are the check boxes checked



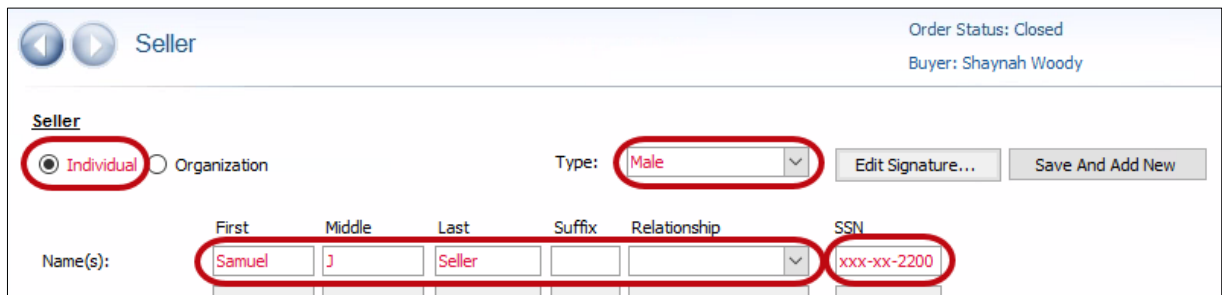
Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
Samuel J Seller,...	agreement date...	100.00000	\$50,887.92	\$136,750.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE: The **Name** field should reflect the name associated with the EIN (or SSN) depending upon who the proceeds are reported under.

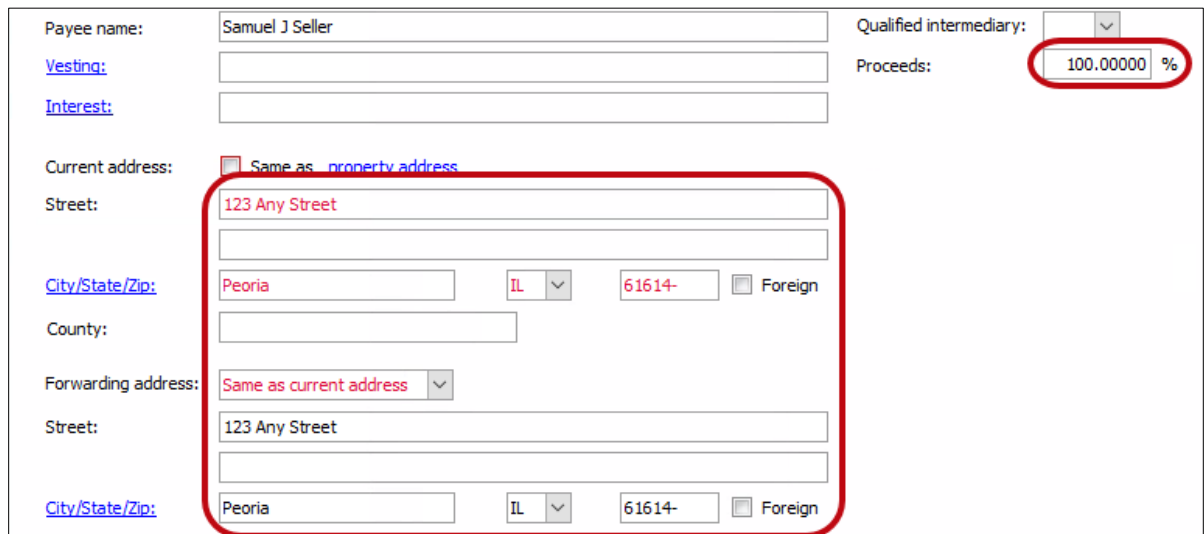
Scenario Six: 1031 Exchange

This scenario covers a sale transaction that is a 1031 Exchange. The Seller receives none of the proceeds or part of the proceeds (boot). The following information should be present in your closed SoftPro Select order for 1099 purposes.

1. Seller Contact information
 - a. **Individual**
 - b. **Type** = can be **Male**, **Female** or **Joint**
 - c. **Name(s)**
 - d. **Tax ID/SSN**; enter the 9-digit tax identification number



- e. **Proceeds**; defaults to 100%; this is dependent upon the number of sellers entered
- f. **Current address**; (Street, City/State/Zip, County)
- g. **Forwarding address**; (Street, City/State/Zip, County)



2. Seller Proceeds & 1099-S information

- a. **Name**
 - b. **Continuation of Name**
 - c. **Percentage of Total**
- Information pulled from Seller Contact screen

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- d. **Cash to Seller** — Information pulled from CDF/HUD/Statement
 - e. **1099-S Proceeds** — Overwrite with actual proceeds
 - f. **Buyer's Part of Real Estate Tax** — Information pulled from tax proration screen
 - g. **Property Services Received**
 - h. **1099-S Provided**
 - i. **1099-Signed**
- In this scenario these are the check boxes checked

Order Status: Closed
Buyer: Shaynah Woody
Transaction Type: Purchase

☐ Exclude order from IRS submission

1099-S description: 123 Any Street/Pekin IL 61554

Total cash to sellers: \$17,541.81 Divert seller proceeds to line: N.06 CDF: 1

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
Selling, Sammy J		100.00000	0.00	\$0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMEMBER: How the actual gross proceeds are entered is **important** for accurately reporting 1099 data.

- > Seller receives no proceeds
 - a) **1099-S Proceeds = \$0.00**
 - b) **Property Services Received** checked
- > Seller receives some proceeds (or "boot")
 - a) **1099-S Proceeds = funds Seller received**
 - b) **Property Services Received** checked

1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received
\$0.00	0.00	<input checked="" type="checkbox"/>

1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received
\$150,000.00	0.00	<input checked="" type="checkbox"/>

The transaction appears as an exception on the 1099 Exception Report. This is acceptable and nothing further needs to be done. The correct 1099 data will be transmitted for 1099 reporting.

Questions regarding proceeds refer to the **Escrow Technical Memorandum: 1099-S Proceeds From Real Estate Transactions**.