Follow these steps to prepare for data to be pulled by the FNF 1099 Department.

〉 **JANUARY 3RD** - the date all 1099-S forms are to be entered in SoftPro

〉 **JANUARY 4TH** - the date the 1099 Data is pulled from SoftPro by the FNF 1099 Department

If you have questions about this process, please contact Sandra Mangione at Sandra.Mangione@fnf.com.

Exceptions Identified by DSG

The **Dynamic Solutions Group** (**DSG**) runs exception reports on a monthly basis (with a one month delay) to identify any exceptions found. They review and clear exceptions for you.

If an exception cannot be cleared, an email is sent citing the order in question with the items that require attention to clear it.

Although exceptions identified should be minimal, routinely clearing the exceptions reduces the time needed to resolve any outstanding items or running reports. Contact Ann Tizzano for information on clearing exceptions.

Running the 1099-S Exception Report (if needed)

The following steps are only provided if you wish to run the **1099-S Exceptions by Branch, Escrow Officer/Closer** report to view anything that may be outstanding.

The 1099 reports should be run using the highest Profile level to include all branch data within the report.

In our example, we set the **Current Profile to Default\P\OR\EPU\CPF\TT Portland. When the reports are run it extracts the data for all of the branches under TT Portland**.
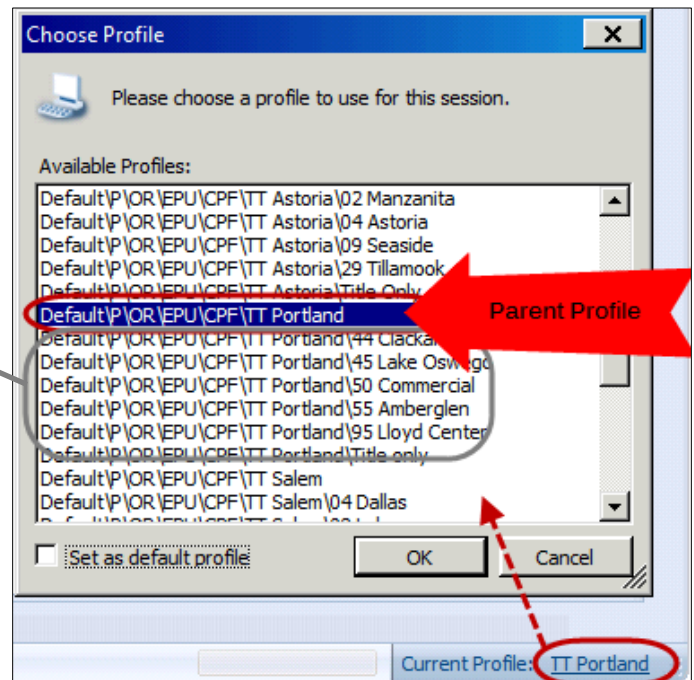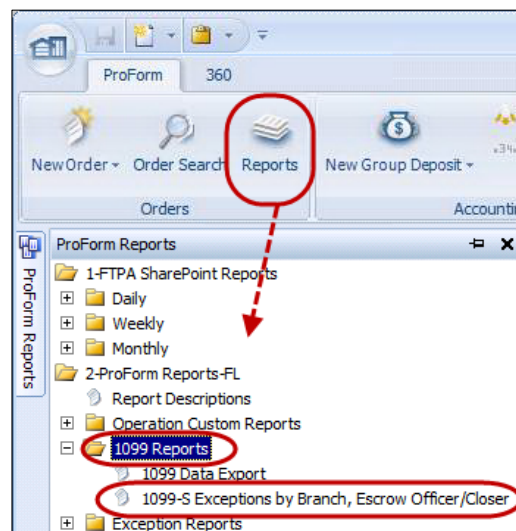
If you **do not** prepare the exception report,

1. Verify all exceptions have been cleared

If you **do** prepare the exception report,

1. From the **ProForm** ribbon, click the **Reports** button

2. Click **1099 Reports** (or **Exceptions Reports**) folder to expand

3. Double-click the **1099-S Exceptions by Branch, Escrow Officer/Closer** report
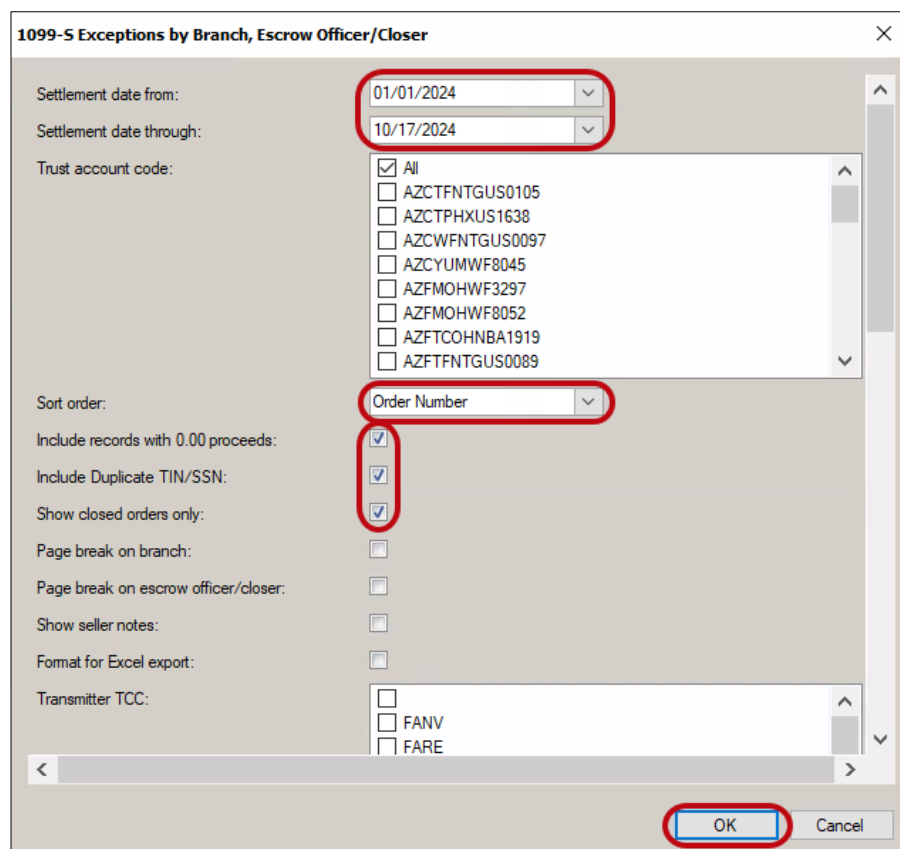

4. Set the report parameters,

    a) Select the reporting period,

        i. **Settlement date from** – defaults to *01/01/[current year]*

        ii. **Settlement date through** – defaults to the current date

    The report parameters default,

    b) **Sort order = Order Number**

    c) **Include records with 0.00 proceeds** is checked

    d) **Include Duplicate TIN/SSN** is checked

    If you wish to narrow the report results, check the corresponding check boxes for those items you wish to include (i.e., a specific Escrow officer/closer).

REMEMBER: The more check boxes you check, the less results you see. Leaving check boxes unchecked allows the report to include more data.

5. Click the **OK** button

6. Correct any exceptions cited on the report

1099-S Exceptions

Reporting Year: *All*
Transmitter TCC: *FSJP*
Payer Tax ID Number (TIN): *All*
Format/Sort Option: *Sort by order number*

Order Number
    Name Control
        Payee name
            Exceptions

TRANSMITTER TCC: FSJP
  PAYER TAX ID NUMBER (TIN):

    30413738
      Dego
        Dennis R. Dego   and Laura H. Dego
        Invalid TAXID/SSN
        1099-S has not been provided and/or signed
        Gross proceeds are 0.00 and property or services were not received

IMPORTANT: Sellers without a US Tax ID Number (TIN) may show as an exception. Although this is a valid exception, no further action is required and the sale is reported without the US TIN.