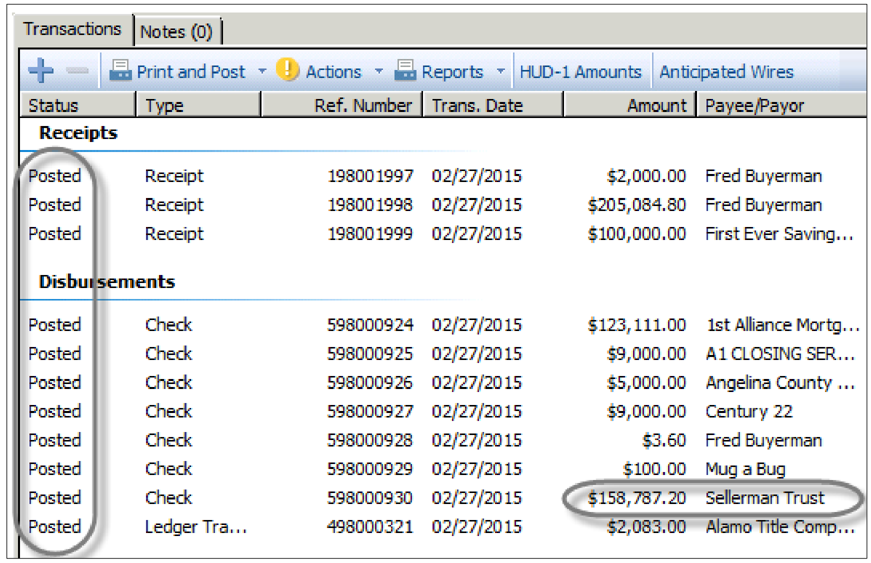
# Reporting 1099 for a Different Seller than Proceeds

Follow these steps to report 1099 information for a **Fully Disbursed Order** when the proceeds went to one Seller, but the 1099 must now be reported under another Seller.

**NEVER SUBMIT MANUAL COPIES OF 1099 FORMS TO THE 1099 DEPARTMENT. THAT WOULD CAUSE DOUBLE REPORTING!**

In our example, the Seller is a trust. They want to keep the proceeds made out to the trust, but report the 1099 under their individual Social Security Number.

Once the order is fully disbursed, including Seller proceeds and fee ticket, the **Escrow lock status** may change to **Locked** disabling the fields on the **Seller Proceeds & 1099-S** screen.



Transactions | Notes (0)

Print and Post | Actions | Reports | HUD-1 Amounts | Anticipated Wires

| Status | Type | Ref. Number | Trans. Date | Amount | Payee/Payor |
|---|---|---|---|---|---|
| **Receipts** | | | | | |
| Posted | Receipt | 198001997 | 02/27/2015 | $2,000.00 | Fred Buyerman |
| Posted | Receipt | 198001998 | 02/27/2015 | $205,084.80 | Fred Buyerman |
| Posted | Receipt | 198001999 | 02/27/2015 | $100,000.00 | First Ever Saving... |
| **Disbursements** | | | | | |
| Posted | Check | 598000924 | 02/27/2015 | $123,111.00 | 1st Alliance Mortg... |
| Posted | Check | 598000925 | 02/27/2015 | $9,000.00 | A1 CLOSING SER... |
| Posted | Check | 598000926 | 02/27/2015 | $5,000.00 | Angelina County ... |
| Posted | Check | 598000927 | 02/27/2015 | $9,000.00 | Century 22 |
| Posted | Check | 598000928 | 02/27/2015 | $3.60 | Fred Buyerman |
| Posted | Check | 598000929 | 02/27/2015 | $100.00 | Mug a Bug |
| Posted | Check | 598000930 | 02/27/2015 | $158,787.20 | Sellerman Trust |
| Posted | Ledger Tra... | 498000321 | 02/27/2015 | $2,083.00 | Alamo Title Comp... |

1. Navigate to the **Status** screen
2. Verify or change the **Escrow lock status** to **Unlocked** (if you do not have sufficient permissions, ask your manager to unlock it for you)

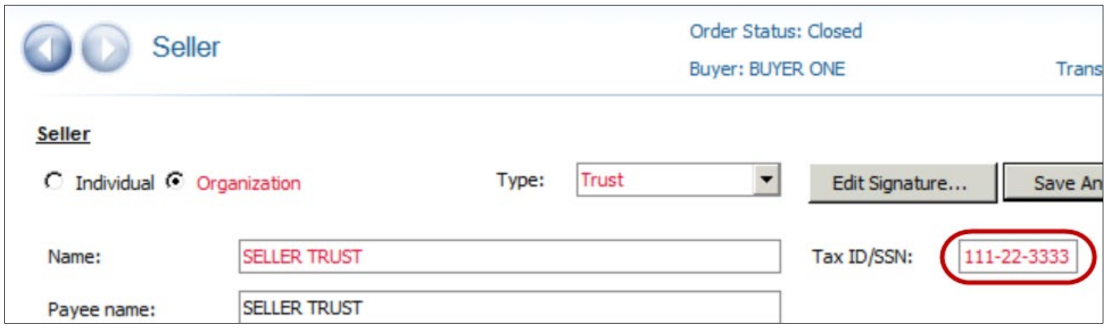

3. Press the **Ctrl** + **S** keyboard shortcut to save the order

Continue the process using the applicable section for,

〉 Reporting Under One Social Security Number — Page 2
〉 Reporting Under Multiple Social Security Numbers — Page 3

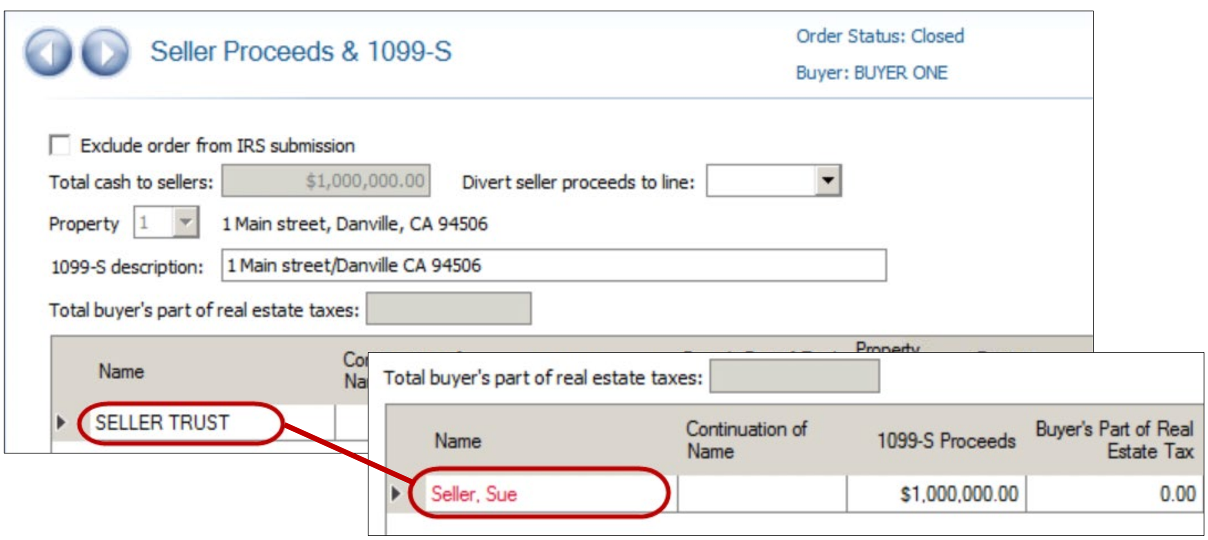
## Reporting Under One Social Security Number

1. From the **Order Contacts** screen, double-click the **Seller** Contact
2. In the **Tax ID/SSN** field, enter the Social Security Number to be reported to the IRS; making sure to include dashes when entering

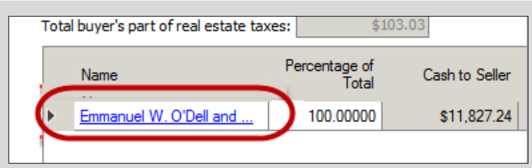



3. Navigate to the **Seller Proceeds & 1099-S** screen
4. In the **Name** field, overwrite the Trust name with the name of the person whose social security number you entered on the **Seller** Contact screen

   **IMPORTANT**: The name **must** be entered as Last, First Middle to populate the 1099 Data Export file correctly.




IMPORTANT: If the Trust name shown on the **Seller Proceeds & 1099-S** screen is a hyperlink, you cannot overwrite the **Name** field. Follow the steps outlined in the next section, **Reporting Under Multiple Social Security Numbers**.

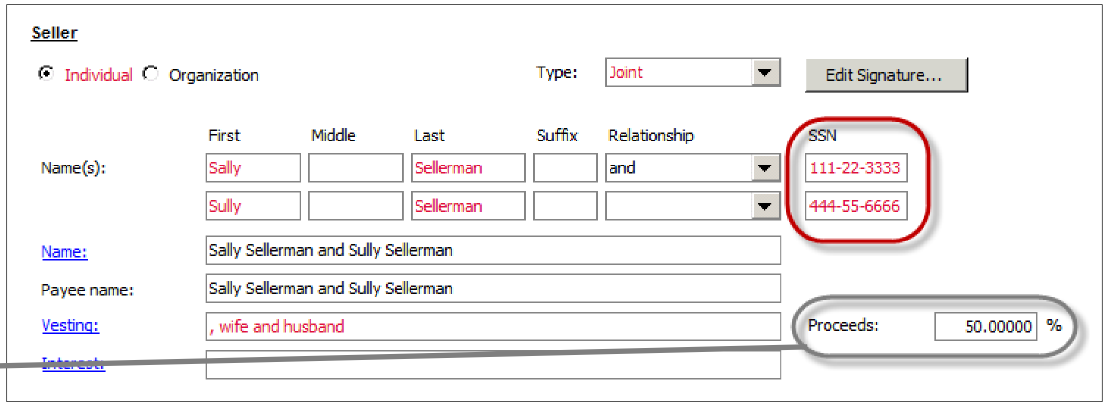



Because the **Seller** Contact remains as entered showing the Trust information, it is not necessary to make further adjustments if you need to reprint documentation.

## Reporting Under Multiple Social Security Numbers

1. Navigate to the **Order Contacts** screen
2. Add the new Seller for whom you will report 1099 (including Social Security Number(s))

Notice the proceeds percentage automatically splits with the addition of another Seller.




3. Enter the forwarding address
4. Navigate to the **Seller Proceeds & 1099-S** screen
5. For the Seller(s) accepting 1099 responsibility,
   a) change the **Percentage of Total** to *100*
   b) Check the appropriate 1099 check boxes

NOTE: The Trust is now getting 0% of the proceeds therefore, the **Exempt from 1099 Reporting** check box must be checked.

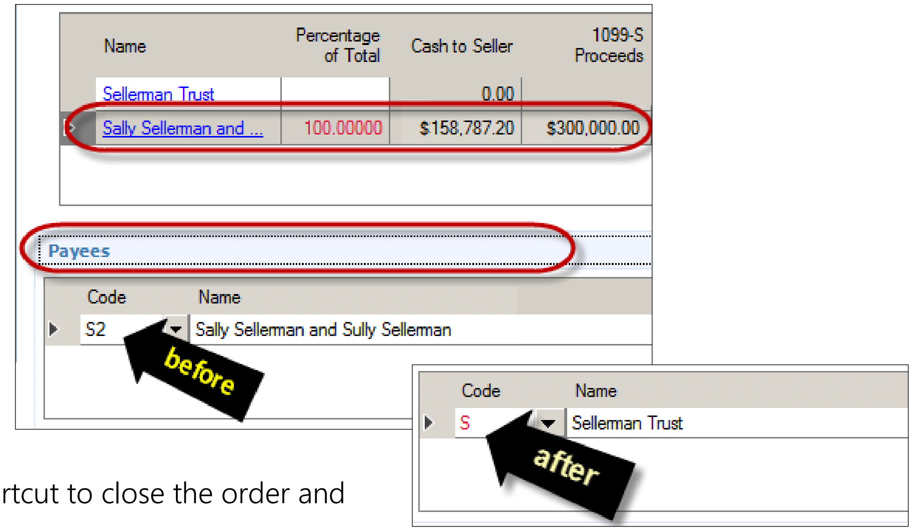
| Name | Continuation of Name | Percentage of Total | Cash to Seller | 1099-S Proceeds | Buyer's Part of Real Estate Tax | Property Services Received | Foreign Person | 1099-S Provided | 1099-S Signed | Exempt from 1099 Reporting |
|---|---|---|---|---|---|---|---|---|---|---|
| Sellerman Trust | | | 0.00 | | 0.00 | ☐ | ☐ | ☑ | ☑ | ☑ |
| Sellerman, Sally | Sellerman, Sully | 100.00000 | $158,787.20 | $300,000.00 | 0.00 | ☐ | ☐ | ☑ | ☑ | ☐ |

**1099 Checkbox definitions**

- **Property Services Received** – indicates that this order is a 1031 Exchange; when this is checked, the **1099-S Proceeds** field must show the **actual gross proceeds** for accurately reporting 1099 data
- **Foreign Person** – indicates the Seller is a foreign person as defined by the IRS
- **1099-S Provided** – indicates that the form has been provided to the customer
- **1099-S Signed** – indicates that the form was signed and returned
- **Exempt from 1099 Reporting** – indicates that the corresponding Seller is exempt

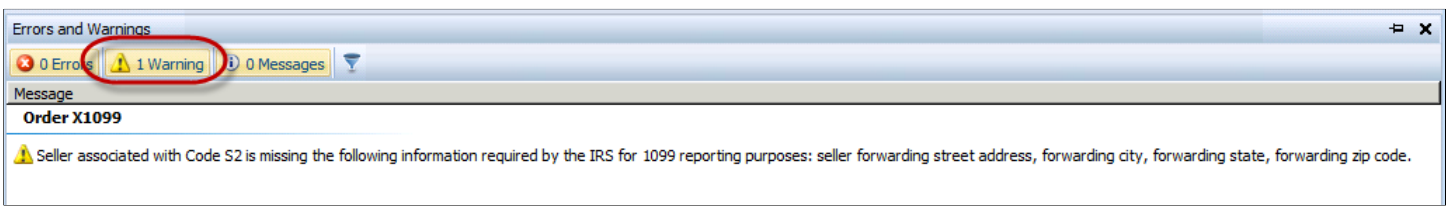
When applicable, all 1099 forms must be signed and in the physical file.

6. In the grid, highlight the line where **Percentage of Total** = 100
7. Click the **Payees** more/less bar to expand
8. From the **Code** drop-down, select the Seller code for the Trust so the Register reflects the proceeds paid to the Trust (in our example, we changed the **S2**-Contact to the **S**-Contact for the Trust)




9. Press the **Ctrl** + **Alt** + **C** keyboard shortcut to close the order and export the 1099 information
10. Save and exit the order

Any missing 1099 information appears on the **Errors and Warning** pane.




## Reprinting the CDF, HUD-1 or Closing Statement (THIS SECTION APPLIES ONLY WHEN REPORTING UNDER MULTIPLE SSNs)

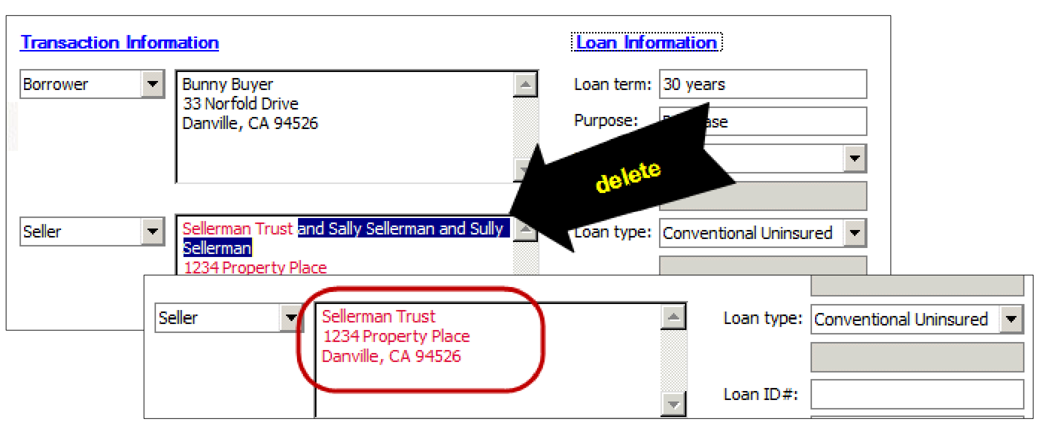
NOTE: Following the process when reporting under one SSN does **not** affect documents. Reprint documents as you normally would; the Trust name will pull from the **Seller** Contact screen as expected.

To ensure that any re-printed CDFs/HUD-1s/Closing Statements show the same Seller(s) at signing,

### For CDF Orders,

If the header shows the additional Sellers you added for 1099 reporting purposes, you must remove the additional Seller(s).

1. Navigate to the **CDF Page 1** screen
2. In the header section, remove the **S2**-Seller(s) names you added for 1099 purposes

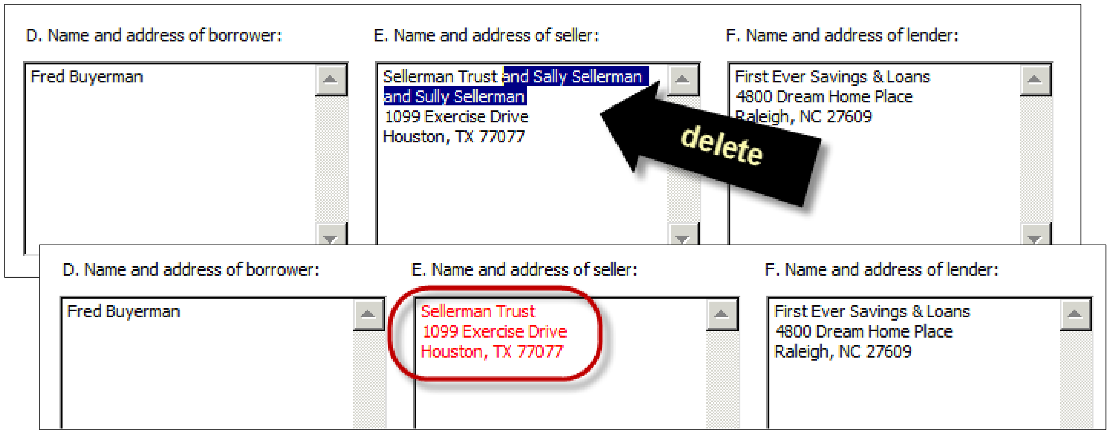



3. Print as normal

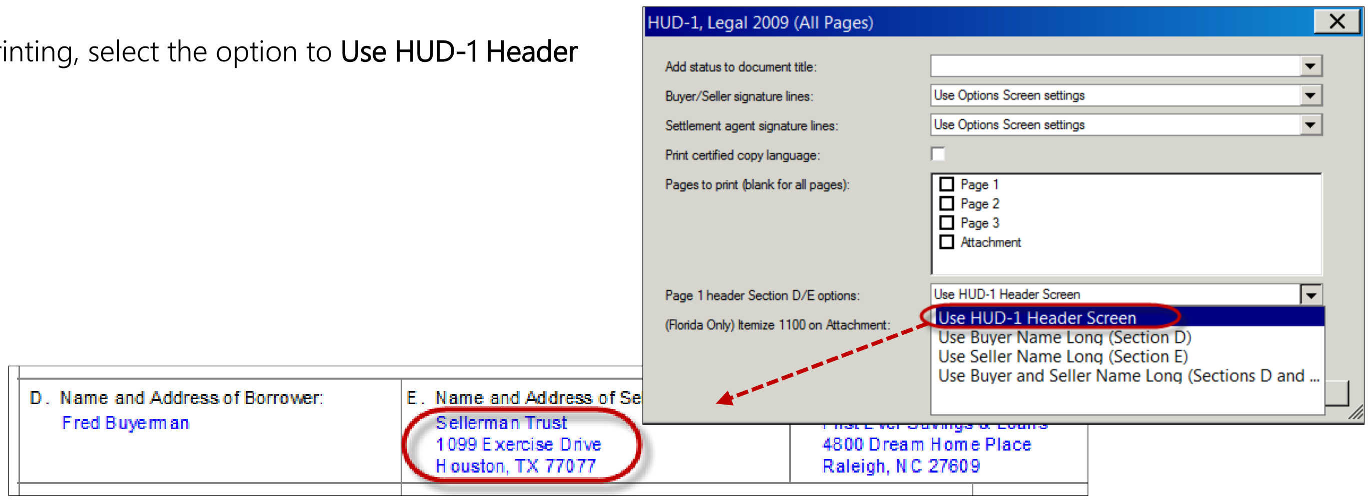
# Reporting 1099 for a Different Seller than Proceeds

## For HUD-1 Orders,

1. Navigate to the **HUD-1 Header** screen
2. In section **E**, remove the **S2**-Seller(s) names you added for 1099 purposes; press the **Tab** key to overwrite the default Sellers to user-entered, red text




When re-printing, select the option to **Use HUD-1 Header Screen**.




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.

For more detail, please refer to the Escrow Tech Memo *151-2012 1099-S Proceeds from Real Estate Transactions* or you can email Settlement@FNF.com or 1099Info@FNF.com.