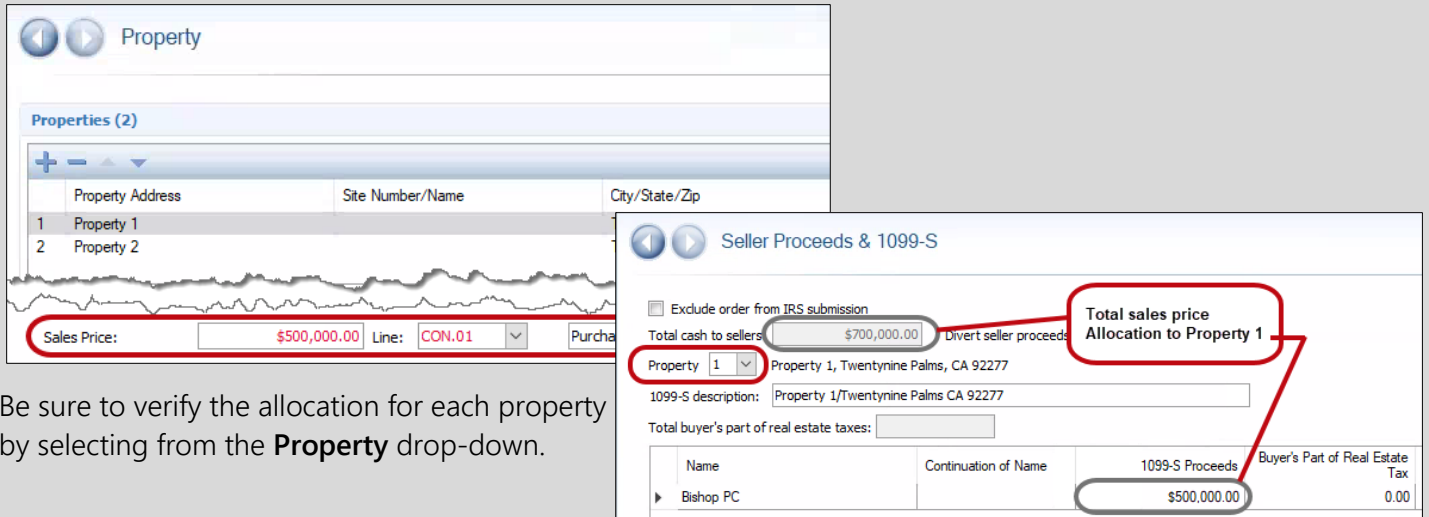


Reporting on CDF/HUD Orders with Multiple Properties

Follow these steps for 1099 reporting when the order covers multiple properties and using a CDF or HUD.

NOTE: It is not necessary to follow the process outlined in this job aid if the order is opened as a **Commercial** order using a CSS.

In a CSS order, the **Property** screen provides fields to allocate the sales price for each property which flows to the **Seller Proceeds & 1099-S** screen.



Property

Properties (2)

Property Address	Site Number/Name	City/State/Zip
1 Property 1		
2 Property 2		

Sales Price: \$500,000.00 Line: CON.01

Seller Proceeds & 1099-S

☐ Exclude order from IRS submission

Total cash to sellers: \$700,000.00

Property 1: Property 1, Twentynine Palms, CA 92277

1099-S description: Property 1/Twentynine Palms CA 92277

Total buyer's part of real estate taxes:

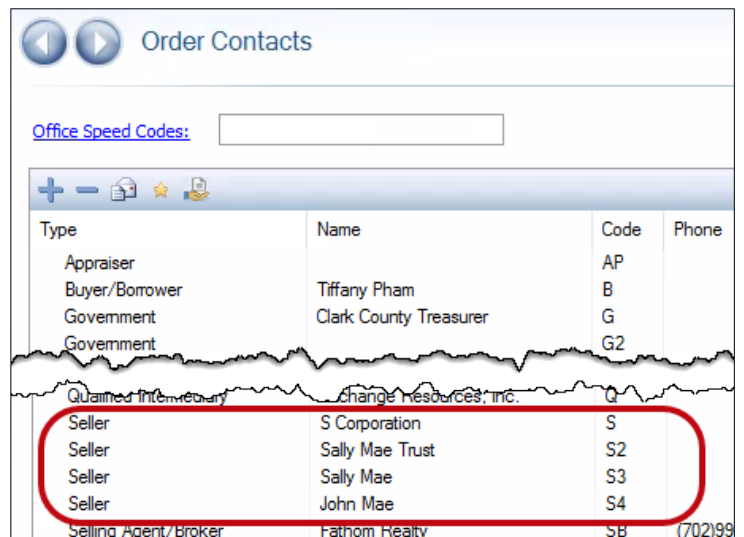
Name	Continuation of Name	1099-S Proceeds	Buyer's Part of Real Estate Tax
Bishop PC		\$500,000.00	0.00

Total sales price Allocation to Property 1

Be sure to verify the allocation for each property by selecting from the **Property** drop-down.

If the sales price is **not allocated** per property, refer to the job aid, [Multiple Properties – 1099 Reporting when the Sales Price is NOT Allocated](#) for the proper steps.

- Navigate to the **Order Contacts** screen
- Verify or enter for each Seller the,
 - Tax ID/SSN**
 - Forwarding address**



Order Contacts

Office Speed Codes:

Type	Name	Code	Phone
Appraiser		AP	
Buyer/Borrower	Tiffany Pham	B	
Government	Clark County Treasurer	G	
Government		G2	
Quarried intermediary	change resources, inc.	Q	
Seller	S Corporation	S	
Seller	Sally Mae Trust	S2	
Seller	Sally Mae	S3	
Seller	John Mae	S4	
Selling Agent/broker	Fathom Realty	SB	(702)99

- Navigate to the **Sales Proceeds & 1099-S** screen

Reporting on CDF/HUD Orders with Multiple Properties

The **1099-S** description field populates with the first property address.

Property Address	Site Number/Name	City/State/Zip
1 123 American Way		Las Vegas, NV 89101
2 125 American Way		Las Vegas, NV 89101
3 127 American Way		Las Vegas, NV 89101

Seller Proceeds & 1099-S

☐ Exclude order from IRS submission

1099-S description: 123 American Way/Las Vegas NV 89101

- After the populated address, enter "et al" or "and others"

☐ Exclude order from IRS submission

1099-S description: 123 American Way/LV NV 89101 et al

NOTE: This field is limited to 39 characters. To allow the "et al" or "and others" to show, you may need to shorten the populated address by,

- > using abbreviations
- > excluding the city, state and use the zip code only

In our example, we abbreviated the city (Las Vegas to LV) to allow the field to show "et al".

☐ Exclude order from IRS submission

1099-S description: 123 American Way/Las Vegas NV 89101

☐ Exclude order from IRS submission

1099-S description: 123 American Way/LV NV 89101 et al

- Check the appropriate check boxes for each Seller or check the **Exempt from 1099 Reporting** check boxes as identified on the completed form

Seller Proceeds & 1099-S

Order Status: InProcess Settlement date: 11/1/2022
Buyer: John Smith Seller: S Corporation, Sally Mae..

☐ Exclude order from IRS submission

1099-S description: 123 American Way/LV NV 89101 et al

Total cash to sellers: \$215,813.62 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
S Corporation		25.00000	\$53,953.41	\$125,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sally Mae Trus		50.00000	\$107,906.81	\$250,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mae, Sally		25.00000	\$53,953.40	\$125,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mae, John		0.00000	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Press the **Ctrl + Alt + C** keyboard shortcut to close the order
- Save** and exit the order

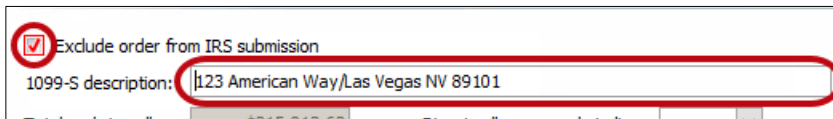
CAUTION: When closing an order in SoftPro Select, follow the above instructions to complete 1099 requirements. SoftPro Select captures and submits 1099 information to the 1099 team for you. **Do Not Submit Manual Copies Of 1099 Forms**; this causes double reporting!

Reporting on CDF/HUD Orders with Multiple Properties

Properties Requiring Separate Reporting

If the transaction has properties located in multiple states or if each property should be reported separately,

1. Check the **Exclude order from IRS submission** check box
2. With your cursor in the **1099-S description** field, press the **F2** key; it will then show the default property information (in black text)
3. Click the **Documents** button
4. Search for/select the **1099 Batch Header Form**
5. Upload a copy to smartview and send the **1099 Batch Header Form** and all signed 1099s from your Seller(s) to the 1099 Department at 1099info@fnf.com with a request for them to manually create 1099's for the properties.
6. Press the **Ctrl + Alt + C** keyboard shortcut to close the order
7. **Save** and exit the order



☒ Exclude order from IRS submission

1099-S description: 1123 American Way/Las Vegas NV 89101

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