

The Account Ability application prepares Information Returns, such as the 1099-NEC and 1099-MISC forms. In this application, you will be performing the following:

- Create a **mapping** of Webl and Account Ability 1099-NEC and 1099-MISC reportable amount
- **Import** your data for the appropriate forms.
- Print Forms for selected recipient

OFM will be performing the following tasks in Account Ability (1099 Reporting) application:

- **Print** all Agencies' 1099 forms (NEC and MISC) forms and Mail them to your Recipients.
- Perform IRS TIN-Matching
- E-File your 1099 returns to the IRS

NOTE: while processing 1099 forms, please be very mindful about which forms you are processing. The instructions in this document are for both 1099-NEC & 1099-MISC forms.

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## 1. Login to Account Ability

#### Special instructions:

- Please be mindful of the users logged in from your agency and what function the user is processing 1099 forms, as this may have an impact to your session. We find that the application functions best with one user per client (agency) logged in Account Ability.
- "Multiple users per client" is available; however, client needs to coordinate usage.
   For example, if a user is importing, other user should not be editing the recipient's profile or 1099 data.

#### Web Site:

https://ofm.wa.gov/it-systems/accounting-systems/1099-nec-1099-misc-reporting

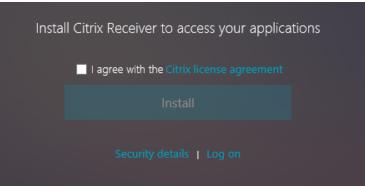
A. Under "System Access" heading, click on "Login to Account Ability".



## Note: If you do not have Citrix Receiver client installed on your PC

Please install Citrix Client. If you do not have admin rights to your machine, please ask your agency IT staff for assistance with installing the Citrix Receiver from Citrix.com web site.

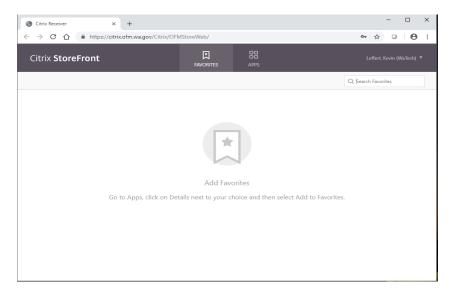
B. Click on "I Agree" to accept the security question request, then click "Log On"



#### **Citrix StoreFront**

Citrix Receiver × +				-		×
$\leftrightarrow$ $\rightarrow$ C $\triangle$ https://citrix.ofm.wa.gov/Citrix/OF	MStoreWeb/	07	☆	0	0	:
	CITRIX					
	StoreFront					
	domain\user or user@domain.com					
	Log On					

- C. Enter your user name: Domain\UserAccount: ofm\JohnD1
- D. Enter your password, then click the **Log On** button or press the **Enter** key, this will bring you to the Citrix StoreFront.



E. Click on the **APPS** tab at the top of the screen.



"Account Ability" selection – The current reporting year flag may not be loaded yet. To work in the current reporting year, click on the most recent reporting year flag until the current year is loaded. (Typically November)

Citrix StoreFront		FAVORITES	APPS			Minning, Teena (AA\AR)	Ŧ
All Categories						Q Şearch All Apps	
Details	AA2014_QA	Details	AA2015_PR	Details	AA2015_QA	Details	
Details	AA2016_QA	Details	AA2017_PR	Details	AA2017_QA	Details	
Details	AA2018_QA	Details	AA2019_PR	Details	AA2019_QA	Details	

**Note:** If prompted with **User Account Control** window click **Yes** or **Ok** to continue. There may be multiple windows.

The application should now launch.



If you see this icon, , please wait for Account Ability to open. It may take a little longer.

If prompted, please select [Open]

Do you want to open or save launch.ica (1.54 KB) from citrix.des.wa.gov? Open Save 🔻 Cancel 🗴

Please wait for logon.

@ AA2014_QA	
Starting	
More information	Cancel

If prompted, always select "Full Access" to Citrix Client File Security and then click OK. It is very important that you grant "Full Access" of the software to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.



### F. Account Ability Forms Division

*Click* on the "**X**" at the top right corner of this message to close out of this message.



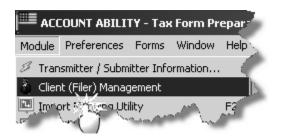
## Account Ability's Tip of the Day

This dialogue provides "Did you Know?" about Account Ability. *Click* "**Close**" button to close out of the message.

9	specific form.		
	os on Startup	<u>N</u> ext Tip	se

#### 2. Open Client (your Agency)

A. Click "Module" and "Client (Filer/Entity) Management"



Note: You can also open up the Client (Filer/Entity) Management by clicking on the

little man Client Management at the top right corner of the Account Ability toolbar.

B. Navigate to your agency's Client ID

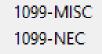
Look for the new reporting year's client profile. The client ID is 8-characters, leading with your agency four-digit code and end with the reporting year.

🧴 Client (Filer, Entity) I	Managen	nent		— <u> </u>	$\times$	
T-1-1-051- (102)	\$	Client ID	Name of Filer or Entity	Taxpayer ID	Year	$\mathbf{h}$
Total Clients (192)	~	01002018	Bond Retirement And Interest	91-1443137	2018	
🕂 New		01002019	Bond Retirement And Interest	91-1443137	2018	—
🔍 Edit		01102018	HOUSE OF REPRESENTATIVES	91-6001092	2018	
🔍 Delete		01102019	HOUSE OF REPRESENTATIVES	91-6001092	2018	
·		01202018	WASHINGTON STATE SENATE	91-6001130	2018	
눱 Сору		01202019	WASHINGTON STATE SENATE	91-6001130	2018	
Active Forms		01302018	JOINT TRANSPORTATION COMMITTEE	43-2083966	2018	
P Notes		01302019	JOINT TRANSPORTATION COMMITTEE	43-2083966	2018	
		01402018	JT LEGIS AUDIT & REVIEW COMMITTE	91-6001900	2018	
📥 Active Users		01402019	JT LEGIS AUDIT & REVIEW COMMITTE	91-6001900	2018	
Reports	*	02002018	LEGISLATIVE EVA & ACCT PRG	91-1001556	2018	
ricpons	~	02002019	LEGISLATIVE EVA & ACCT PRG	91-1001556	2018	
Import/Export	*	03502018	OFFICE OF STATE ACTUARY	91-0996352	2018	
		03502019	OFFICE OF STATE ACTUARY	91-0996352	2018	
		03702018	LEGSILATIVE SUPPORT SERVICES	37-1692454	2018	
		Client ID:	Select	<u>R</u> elease	<u>)</u> Hel	P

*C. Highlight your agency's client ID and click on "Select"* **Note:** You can also open up a Client ID by double-clicking it.

You may see two Client ID's. Don't worry; just ensure that you are opening the Client ID for the reporting year you are planning to upload. OFM will migrate the data into the new reporting year flag, when it is available (typically November).

- 3. Open the 1099 form (1099-NEC or 1099-MISC)
  - A. Once you have selected a Client ID, the Active Forms dialogue opened. *Select* the "**1099-NEC**" or "**1099-MISC**" from the list of active forms.

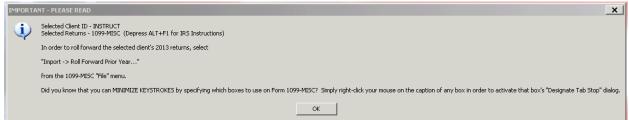


B. Account Ability will prompt you for a **form password**. This password is unique to your agency. OFM will e-mail you the agency's password to the forms. Please keep this password safe.

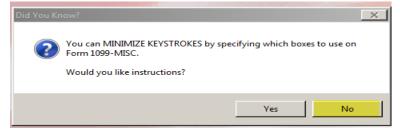


Note the same password is used for both forms

You <u>may</u> be prompted with the following "Important – Please Read" message. Please *click* **OK.** Each calendar year, you will have a new and distinct CLIENT profile to use for that calendar. You will not have prior data to roll forward to the new reporting tax year.



You may also be prompted with the following, "Did you Know?" Click "No"



The form for your Client ID will come up as follow:

MB No. 1545-0115 ###### 1099-MISC *eeeral income tax within	Miscellaneou: Incom
#### 1099-MISC	
#### 1099-MISC	
1000 11100	incom
1000 11100	
egeral income tax within	
	010
	Q
ñeaicel ana nealth care	~~
	_
reprinting balanterierre	
Crop insurance proceeds	2
Cross accessos to stlav	B-Notices
	ິ 🖻 🖻 🕫
S1 Dienntw xer rei	State 1 income
	State 2 income
	Substitute payments Crop insurance proceeds Gross proceeds to attorn te 1 tax withmesia [18

Security is control by client's **form password**. Each agency has its own distinct password to the use of its forms.

If you have forgotten the forms password for your agency, please refer to your e-mail or contact the OFM Help Desk at 360.407.9100 or <u>HereToHelp@ofm.wa.gov</u>.

Please provide Help Desk with the following information:

- Identify yourself as a user of Citrix for Account Ability (1099 Reporting) application.
- Your full name and agency you work for
- Your assigned User Name (User ID)
- That you have forgotten your **1099-NEC** or **1099-MISC form's password** for your agency.

4. Map Web Intelligence data (your source file) to Account Ability 1099 form (your destination)

Account Ability is capable of importing different Information Returns. To ensure that the data you've pulled from Enterprise Reporting (ER) Web Intelligence (WebI) has the schema of the 1099-NEC and 1099-MISC forms, we use the **Import Mapping Utility** to map the data elements from the Source file to the data elements on 1099 form.

	Webl	Account Ability	1099 form		
	IRS Box	Not applicable	Not applicable		
	The IRS Box value tells v	lue tells where the Amount from Webi/AFRS should be			
	mapped to on the 1099 for	orm.			
1.	Taxpayer ID	Taxpayer ID	RECIPIENT's		
			identification number		
2.	Тах Туре	TIN Type	DBA name or		
3.	Vendor Name	Name line 1	RECIPIENT'S NAME		
4.	Vendor Address 1	Name line 2	DBA name or Street		
			address (including apt.		
			no.)		
5.	Vendor Address 2	Street address Street address			
		line 1 (including apt. no.)			
6.	Vendor Address 3	Street address Street address			
		line 2	(including apt. no.)		
7.	Vendor City	City	City		
8.	Vendor State	State	State		
9.	Vendor Zip code	Zip code	ZIP code		
10.	Amount (Even	See IRS Box value	in the Source field, IRS		
	Calendar Year)	Box, to determine w	which IRS box to map to on		
		the 1099 Form.			
	Total Amount (Odd				
	Calendar Year)	For example, if Sou	rce IRS box value is 1, this		
		•	Amount is for Rents on the		
		1099-MISC form.			

#### Form Mapping (for both 1099-NEC & 1099-MISC forms)

A. Open the Import Mapping Utility by select "Module" and clicking "Import Mapping Utility"

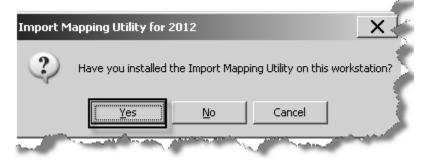
I <sup>IIIII</sup> ACCOUNT ABILITY - Tax Form Preparation for #####< 99999916-23250-K88T58 >								
File	Order By	Security	Tools	Moo	dule Preferences	Forms	Window	🕒 Help De
Transmitter / Submitter Information Client (Filer, Entity) Management Import Mapping Utility F2 Notes								

If prompted, select "Full Access" to Citrix Client File Security.

F	Client File Security
	CITRIX
	A server application is requesting access to your local client files.
P ,	What access do you want to grant?
	C Read Access
	Do you want to be asked again?
	C Never ask me again for this site C Never ask me again
200	OK Cancel

It is very important that you grant "**Full Access**" of the software to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.

Account Ability may prompt you with the following question:



If prompted, please select "**Yes**" on "**Have you Installed Import Mapping Utility?**" dialogue. You are using Account Ability on a Citrix server. OFM has installed the Import Mapping Utility on the Citrix server.

B. Open your source file

Once you have selected Import Mapping Utility from the Module, Account Ability presents with the "Account Ability – XXXX Import Mapping Utility 25.0.0.0", module.

🔛 Account Ability - 2016 Import Mapping Ut	ility 25.0.0.0		_ 🗆 X
Mapping			
Tax Form Mapping Source	e File	Trace Decimal Delimi	Header Read C Skip
No. Source Field	Destination Field	Source Field	No. T
Record of 👘 🔶 🕨	🕨 😽 🤣 Manual 🔤 <u>T</u> ools 🔻	Execute Save Output 👔	<u>H</u> elp <u>C</u> lose

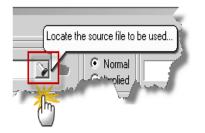
The Import Mapping Utility may open up in minimize mode. If you do not see this "Account Ability - ##### Import Mapping Utility 25.0.0.0", look in your computer



for the computer icon, this is your

Import Mapping Utility. Click on the icon showing up on your computer tray to maximize the Import Mapping Utility screen.

C. Locate the source file by clicking on the "Locate the source file to be used..." icon



The default "**Look in**" may be a folder on Citrix server.

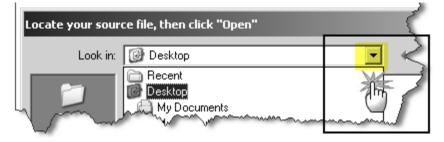
This Citrix server location is NOT where you want to look for the text file that you have exported from Enterprise Reporting Web Intelligence (ER WebI).

You will want to look for your file in the location where you have saved it.

The name that represents the path from the server to your <u>computer</u> and vice versa is "Local Disk (C: on xxxxx")".

Note: If you are using an agency secure network folder, please select the specific path.

D. Click on the Drop-down arrow to access a list of the "Look In"

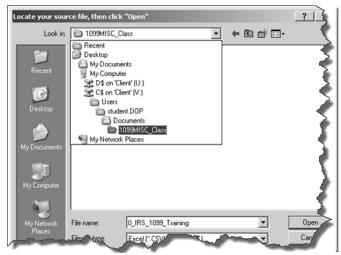


E. Navigate to the location of your file

🛄 Locate your so	ource file, then click "Open"		×
Look in:	1099MISC_Class	- 🗈 💣 💷 -	
Recent Places Libraries Computer Network	Recent Items Desktop Vetwork Client CS Users Users I099MISC_Class Libraries Bui, Trinh (AA nonDES user) Computer Network Drive (Q: on DESD7DSA0902) CD/DVD Drive (D: on DESD7DSA0902) CD/DVD Drive (D: on DESD7DSA0902) CD/DVD Drive (Y: on DESD7DSA0902) CO/DVD Drive (Y: on DESD7DSA	<ul> <li>▼ Date modified</li> <li>▼ 11/3/2015 11:32 AM</li> <li>9/23/2015 3:39 PM</li> <li>10/15/2015 1:45 PM</li> <li>7/28/2014 9:17 AM</li> <li>12/16/2014 7:20 AM</li> <li>10/23/2012 9:12 PM</li> <li>10/23/2012 9:30 PM</li> <li>12/16/2014 4:18 PM</li> <li>12/16/2014 4:25 PM</li> <li>7/28/2014 12:49 PM</li> </ul>	Type Text Docu Text Docu

Please Remember: If you receive the "Client File Security" request access, you will always want to grant it "**Full Access**".

From the "Local Disk (C: on xxxxx)" *navigate* to the **folder** where your source file resides.

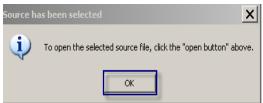


You would use the "Local Disk (C: on xxxxx)" as the bridge to your computer, if your source files were saved on your computer's local drive.

F. Highlight the source file and click "Open"



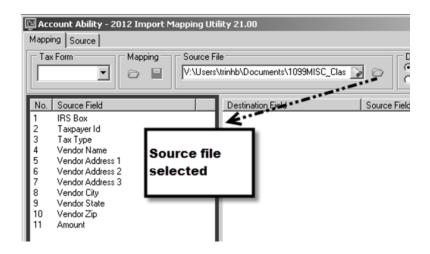
G. Click **OK** on the system's instructions to click the "**open button**" **above** to open the selected source file



H. Click the folder button to open the selected source file.

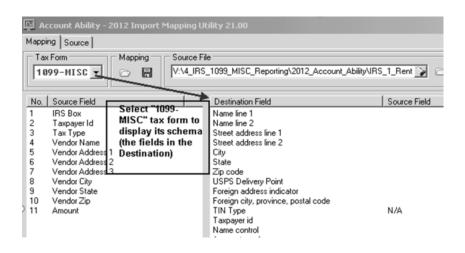


With the source file selected, in the "Source Field" section of the Import Mapping Utility, you should see the 11 data fields from the source file.

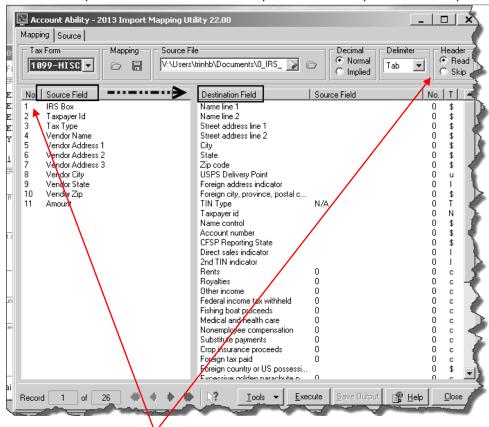


I. In the Tax Form field, click on drop down list and select the proper **1099** schema. This will populate the destination section of the Import Mapping Utility.





J. Determine which IRS Box to place the amount by evaluating the **IRS box** on the 1099 form (Destination Field section) the **amount** (Source Field) should be mapped.



a. While in "Read" Header mode, locate the row number for "**IRS Box**" source field.

The "Read Header" will give you the label for the fields in the source file. The IRS Box field is row 1 in this example.

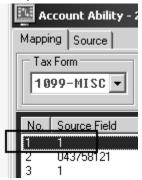


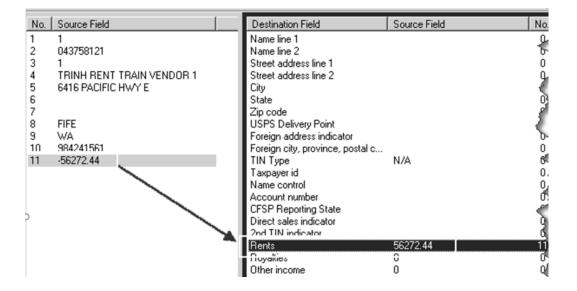
b. Click on "**Skip**" radio button of the Header and make a mental note of the value in the "IRS Box" source field



### Example:

The **IRS Box value** is **"1"**. This tells you that the entire "Amount" in this Source file is mapped to "**Rents**" box on the 1099-MISC form (Destination Field).





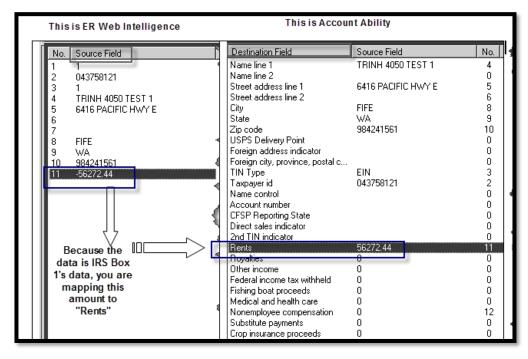
If, for example, the IRS box value is "3", this tells you that the "Amount" in the particular Source file is mapped to "Other Income" box on the 1099-MISC form (Destination).

- K. Switch to "Read" Header
- L. Start mapping Source Field to Destination Field on the 1099 form by
  - a. Highlighting Source field
  - b. Double click correlating Destination field

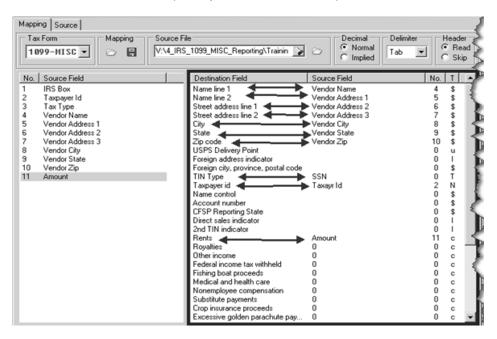
Start with the Taxpayer ID, highlight/select a **Source Field** and *map* to a **destination field**.

Note: You can also map by dragging a field from the source and dropping it in the correlating field in the destination.

	Webl	Account Ability 1099 Schema	1099 Form
1)	Taxpayer ID	Taxpayer ID	RECIPIENT'S TIN
2)	Тах Туре	TIN Type	<ul> <li>Value "1" means EIN type</li> <li>Value "2" means SSN or ITIN type</li> </ul>
3)	Vendor Name	Name line 1	<b>RECIPIENT'S Name</b>
4)	Vendor Address 1 (On the Statewide Vendor table, the address line 1 can be the DBA (doing business as) name	Name line 2	
5)	Vendor Address 2	Street address line 1	Street Address (including apt. no.)
6)	Vendor Address 3	Street address line 2	
7)	Vendor City	City	City
8)	Vendor State	State	State
9)	Vendor Zip	Zip code	ZIP code
10	Amount	Rents (for example)	1 Rents



Fields are successfully mapped when you see data in both the Destination Field and Source Field columns (except for the IRS Box):



Once you have mapped all Source fields to Destination fields, click on "**Skip**" radio button of the Header. *Note, must do this <u>before</u> you click Execute.* 



M. Click **Execute** (button is locate at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File

N. Save mapped 1099 form file.

Note that Account Ability has added the "1099MISC" or "1099NEC" (*depending on which form you are mapping*) to the name of the mapped file.

5ave output			?
Save in:	C 2012MAPS	- III + II-	
Recent Desktop My Documents My Computer	Recent     Desktop     My Documents     My Computer     3½ Floppy (A:)     Local Disk (C:)     Product Files     Account Ability     Tax Form Preparation     2012     Import     2012MAPS     CD Drive (D:)     D\$ on 'Client' (U:)     My Network Places	It's very important that you save output to your computer's drive. This is the name of the path between the Citrix server and your computer's folder.	
My Network	File name: IRS_1_Rents109	I9MISC 💽 🧐	Save ,
Places L	eve a more: Files (* The		hand

Make a note of how many records mapped from source to Destination:

Mapping Sourc	e to Destination	× 5
Record:	25 of 25	Cancel
State	Zip Code   Zip Ect.   11	

O. Write down the folder within your "Local Disk (C: on xxxxx)" of where you've saved your mapped data file.

#### P. Importing Instructions



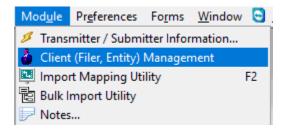
- Q. Click OK to Importing Instructions
- R. Click Close to close the mapping utility
- S. Click "No" to not save current mapping

If you would like to save your import-mapping file for the specific IRS box type, select "Yes" to save question "Do you want to save the current mapping?" You can save this mapping (\*.MAP) for IRS type 1 for future use in your 'Client \$ on (V :)' folder.

•	III		ý
File name:	0_IRS_1099_Training1099MISC	-	Save
Save as type:	Account Ability Map File (*.MAP)	-	Cancel
and the second of the second	and the second of		

If you do not wish to save your import-mapping file, click "**No**" to the question, "**Do you** want to save the current mapping?"

- 5. Import into Account Ability
  - A. Click the "Module" menu and then click "Client (Filer, Entity Manager" to start running the IMPORT



B. Double click the Client ID to be opened

🍐 Client (Filer, Entity)	Manager	nent			×	
Tatal Classic (122)	\$	Client ID	Name of Filer or Entity	Taxpayer ID	Year	^
Total Clients (123)	~	20502016	Board of Pilotage Commissioners	91-1352121	2018	
🕂 New		21502016	UTILITIES & TRANSPORTATION COMM	91-6001121	2018	
🔍 Edit		22002016	BOARD FOR VOLUNTEER FIREFIGHTERS AND	91-6017357	2018	
🔍 Delete		22002018	BOARD FOR VOLUNTEER FIREFIGHTERS AND	91-6017357	2018	
_		22502016	WASHINGTON STATE PATROL	91-6001127	2018	
La Copy		22702016	CRIMINAL JUSTICE TRAINING COMM	91-0783884	2018	
🔐 Active Forms		22802016	TRAFFIC SAFETY COMMISSION	91-0821972	2018	
Notes		23502016	DEPARTMENT OF LABOR & INDUSTRIES	91-6001069	2018	
-		24002016	DEPT OF LICENSING - ACCTG SVCS	91-6001071	2018	
📥 Active Users		24502016	MILITARY DEPARTMENT	91-6001095	2018	
Reports	*	27502016	PUBLIC EMPLOYEE RELATIONS COMM.	91-0950510	2018	
nepoits	~	30302016	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018	
Import/Export	*	3050A016	DEPARTMENT OF VETERANS AFFAIRS	91-0969074	2018	
Import Enport		3050B016	DEPARTMENT OF VETERANS AFFAIRS	91-6001084	2018	
		3050C016	DEPARTMENT OF VETERANS AFFAIRS	91-6001078	2018	
						~
		Client ID:	📄 🔂 Select	<u>R</u> elease	<u>H</u> elp	

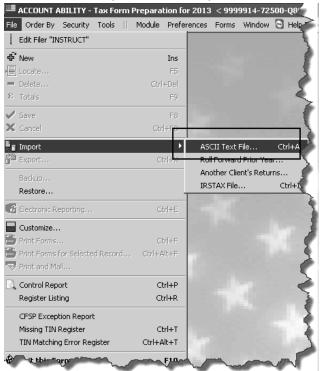
C. Select the correct 1099 Form from the "Active Forms" menu

-	
1098	
1098-C	
1098-E	r
1098-T	1
1099-A	5
1099-B	
1099-C	- F
1099-CAP	
1099-DIV	
1099-G	
1099-INT	
1099-K	
1099-LTC	
1099-MISC	
1000 OID	

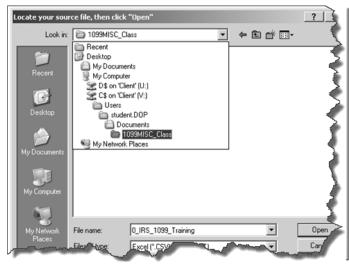
D. Enter password and click OK



## E. Click "File", "Import" then "Import ASCII Text File"



F. Browse to find the Import Mapping File

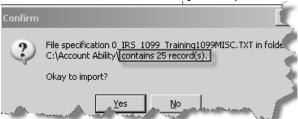


- <u>-</u>	ng mg n	your m	appea me an	a onon	• pon	
l	ocate the ASCI.	I Text File for	Client "INSTRUCT"			2
	Look in:	🗁 1099MIS	C_Class	<b>•</b>	- 🗈 💣 🎟-	
0 <b>0 1</b> 2 1 0	Recent Desktop	0_IRS_109	9_Training 9_Training1099MISC	··· • • • • • • •		
נ ק ר	My Documents			***	·	
-	My Network Places	File name: Files of type:	0_IRS_1099_Training1 Text files (*.TXT)			Open Cancel Help
				-	~~~~	

G. Highlight your mapped file and click "Open"

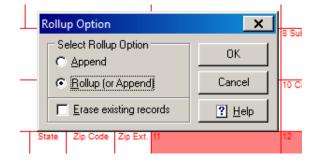
Note: The mapped file has "1099MISC" or "1099NEC" at the end of its name.

H. Click "Yes" to confirm Okay to import



Confirm the amount of records the import contains to what you wrote down in Step 4.P.

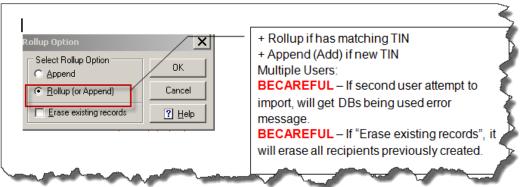
I. Choose Append or Rollup (or Append) and click ok.



The **Rollup Option** dialog contains three options

- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record's currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- Erase existing records: If checked, existing records are first erased ensuring that the current import session begins with an empty table

If you have several distinct text files which, when combined, result in a single 1099-MISC or 1099-NEC form for each recipient, you will find the Rollup option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can roll up these files over multiple import sessions.



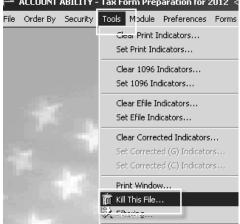
J. Confirm that the number of records is accurate.



#### Tools – Kill This File

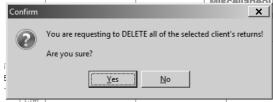
To start over from the beginning, use the "**Kill This File**" feature. Activating this feature will clean out/delete your agency (Client)'s reporting year of **all** 1099 forms (*1099-NEC or 1099-MISC depending on which form type you select*) previously created.

- a) Log into Account Ability (Step 1 above)
- b) Open Client (Your Agency) (<u>Step 2 above</u>)
- c) Open the 1099 form type (1099-NEC or 1099-MISC) for which you are trying to delete all of the forms for. (<u>Step 3 above</u>)
   NOTE: **ALL** forms previously created in the <u>specific reporting year</u> for the <u>specific form type</u> will be deleted, not just one of the forms.
- d) Click **Tools** and **Kill This File**. ACCOUNT ABILITY - Tax Form Preparation for 2012 <



It is very important to preserve your source files from Webi.

e) Click Yes to confirm DELETE of all of the selected client's returns.



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i de la	I 1099-MISC - INSTRUCT								×	13
	File is empty PAYER'S name, street address, ci				<b>M</b> C	ORR (C) 🔽 Efile 🖡 1 Rents				
	AGENCY NAME AGENCY NAME AGENCY NAME LINE ADDRESS LINE 1 ADDRESS LINE 2		na telepho	ne number	_	ll returns have eleted from you		essful	-	A North
100	CITY WA 98504						1099-MISC			
100	Telephone: 360-40	7-8011			i	3 Other income	4 Federal income tax		Q	
	PAYER'S Federal ID Number 01-2345679	TIN Type	RECIPIE	INT'S ID Juin	iber	5 Fishing boat proceeds	8 Medical and health o	are		5
	RECIPIENT'S name			<i>i</i> ,	NAME CTRL	7 Nonemployee compensation	8 Substitute payment	s		
	Street address	i	, <i>i</i> ,		APT.	9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => V	10 Crop insurance pro	oceeds		Ż
	City	.,,,	State	Zip Code	Zip Ext.	11	12		B-Notices	
	Account number	Foreign	CFSP	USPS DP	2nd TIN	13 Excess golden pararchute	14 Gross proceeds to	attorney	B-Notices	
de la	15a Section 409A deferrals	15b Section 40	A income		State 1	17 State #1 ID number 16	State 1 tax withheld	18 State	1 income	B
					State 2	17 State #2 ID number 16	State 2 tax withheld	18 State	2 income	
	E- <u>M</u> ail:								Browsing	
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Order F	orms	trinhb-nor	ides							

f) Confirm the Order Form count is blank at the bottom of the application.

## **Exit Account Ability**

A. From the File menu, click "Exit this Form" File Order By Security Tools Module Preference Edit Filer "INSTRUCT" Å User Information Ctrl+U ∯ New Ins E Locate... F5 💻 Delete... Ctrl+Del Σ Totals F9 🗸 Save F8 X Cancel Ctrl+F8 🔓 Import Þ 🚰 Export... Ctrl+X Backup... Restore... Ctrl+E 🐮 Electronic Reporting.... Customize... 🗒 Print Forms... Ctrl+F 🗒 Print Forms for Selected Record... Ctrl+Alt+F 😽 Print and Mail... 🗟 Control Report Ctrl+P Register Listing Ctrl+R CFSP Exception Report Missing TIN Register Ctrl+T TIN Matching Error Register Ctrl+Alt+T 🟟 Exit this Form F10

B. From the Module Menu, click "Exit Account Ability"

Мос	dule Preferences Fi	orms	Window	Help
å	Transmitter / Submitte Client (Filer) Managem	nent	rmation	
	Import Mapping Utility FileCabinet Control Pa Notes			F2
_	Copy a Transmittal's P View a Transmittal's Fi			+
() () ()	IRS FIRE System IRS FIRE - TEST File P Rename an IRSTAX Fi Prepare IRS Transmitt	le	-	
	SSA AccuWage 2011   SSA AccuW2C 2011 U			F3 F4
₿1	SSA Business Services Rename a W2REPOR1 Rename a W2REPOR1	r (W2)	File	
4.9	TIN Matching			•
	Outsourcing Services			•
	<b>Re-allocate</b> Prepare Laser			•
<u>ر</u>	Explore Logged Users			
-	Backup/Restore Exit Account Ability			

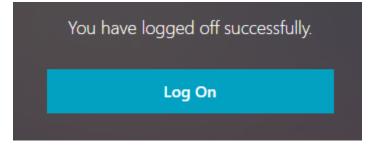
C. Click "Yes" to confirm exit Account Ability

Confirm	:
Okay to e	exit Account Ability?
<u>Y</u> es	No

D. If you are still in Citrix for Account Ability, Please click your name in the top right corner, then click "Log Off".

Hanson, Kendra (AA\AR) 🔻
Activate
Install Citrix Receiver Change password
About
Log Off

E. Make sure you have successfully logged off from the Web site (Citrix web site).



## **Restrictions Error**

Click [OK] to proceed if you receive the below restrictions message:

