## **Employee Master**

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Set Contractor field to Yes

Set F1099 field to Yes

F1099 Account field, not required (if you have information you can enter it)

2<sup>nd</sup> TIN not – default No

## **Employee Withholding**

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## Set Exempt from FICA/MCR to YES

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Click on all the taxes that have a green check mark beside, the above message will appear on screen, click OK. Repeat this step for ALL taxes except for FICA and MCR both EME & EMR. The system will automatically change those taxes.

Concernment      Production Income      Productincome      Pro											
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All taxes are now turned off for 1099 employees. Click Accept button.

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Once the Accept button clicked, ALL taxes will show red X.

## **Employee Payroll Specifics**

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Make sure to activate the 1099 Contractor Wages earning code. This indicated to the system these wages are 1099 wages.