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1 Introduction

Account Ability is a *network ready* software application that fulfills the needs of small to midsize businesses with a simple, yet powerful, solution to the complicated job of annual 1094, 1095, 1098, 1099, 3921, 3922, 5498, W-2G, W-2 and W-2C compliance. Payee/Payer copies can be printed on ordinary copy paper, preprinted forms, or written to PDF. IRS, SSA and State copies can be filed electronically ("Efile") or printed on IRS approved forms.

Notes

- Account Ability includes forms 1098, 1099, 3921, 3922, 5498, W2G, W2 and W2c.
- ACA information returns 1094-B, 1094-C, 1095-B, 1095-C require the optional [ACA Add-on module](#).
- The [Account Ability Forms Division](#) carries a complete line of laser and continuous tax forms, companion envelopes, state and federal labor law posters and income tax presentation supplies.

The **Client (Filer, Entity) Management Module** maintains an *unlimited* number of clients¹ in distinct annual databases that can be rolled forward from year-to-year without any loss of prior year integrity. This module is complete with all of the tools required for adding, editing, deleting, importing and exporting client information.

Recipient² information can be typed into windows that resemble actual tax forms or imported from Microsoft Excel®, IRS Pub. 1220 compliant files, SSA EFW2 compliant files and delimited text files. **The Import Mapping Utility**, which is included for free with Account Ability, facilitates the job of converting delimited text files to a format compatible with current year schema. There is *no limit* to the number of recipients one can enter into Account Ability.

Account Ability includes [Bulk Taxpayer Identification \(TIN\) Matching](#)^[87] pursuant to IRS Pub. 2108a. TIN Matching is part of a suite of internet based services that allow an *authorized payer* — one who has filed information returns with the IRS in at least one of the two past tax years — the opportunity to match recipient information against IRS records prior to filing information returns.

Account Ability's wealth of online help, [frequently asked questions](#), [tips](#), hints, and ease of use make for a user-friendly environment. When all else fails, IDMS offers free unlimited [technical support](#)^[108] to all licensed users of Account Ability.

Its reasonable price, together with its powerful importing, exporting, and reporting capabilities, makes Account Ability a complete, cost effective, end of year tax reporting tool that no tax professional should be without.

¹ Account Ability uses the term *client* to mean any entity (filer) that issues returns.

² Account Ability regards those who receive the returns prepared by a filer as *recipients* (i.e. contractors, debtors, employees, borrowers, students, winners, beneficiaries, participants, donors, shareholders, etc.).

Microsoft Excel® is a registered trademark of Microsoft Corporation
Account Ability® is a registered trademark of Integrated Data Management Systems, Inc. (IDMS)

2 Installation

Account Ability is a *network ready* application designed to run either on a single computer (*single user installation*) or on a shared network drive (*network installation*). Licensed users of Account Ability will receive their *server license* via first class mail, email, or both.


Installation Instructions (Server License, AA2021.exe)

- Go to the website <http://setup.AccountAbilitySoftware.com>
- Click the **Download** button corresponding to **Reporting Year 2021**.
- Launch the **setup.exe** that you downloaded in the previous step.
- Enter the **Password** exactly as shown on your server license. Click OK.
- Click **Next** to display, and accept, the **License Agreement**.
- Click **Next** to display, and complete, your **Customer Information**.
- Click **Next** to select a **Destination Folder**. *Single user installations are advised to accept the folder shown. Network installations should be to a shared folder granting administrative rights to users of Account Ability.*
- Click **Install** to begin the installation (*allow a few minutes to complete*).

- A *server license shortcut* entitled **2021 Tax Form Preparation** will be created on your Desktop.
- Launch Account Ability and enter the **Serial #** printed on your server license.
- *This completes the installation of your Server License.*


- ▶ If you plan to run Account Ability as a single user, your installation is now complete.
- ▶ If you plan to share Account Ability, see **Sharing Account Ability** below.

Notes

- You can also launch the server license from the start menu by selecting **2021 Tax Form Preparation** from the **Account Ability** program group.
- The server license icon () will be displayed in the **Licensing Panel** of [The Status Bar](#)^[114].

Sharing Account Ability - Concurrent User License Installation

In order to share Account Ability with other users on your network, a concurrent user license must be installed on each user's computer.

- From the user's computer, browse to the folder containing the **2021** server license.
- Open the **Client** folder located within the **2021** folder (e.g. ...\\2021\\Client).
- Launch the **setup.exe** contained within the **Client** folder.
- Click **Next**.
- Click **Install** to begin the **2021 Concurrent User Installation**.
- *Launch the application upon completion.* You can also launch the application from the start menu by selecting **2021 Concurrent User Setup** from the **Account Ability** program group.
- Enter your **2021** serial number.
- Click the **Explore** button () and browse to the folder containing the **2021** server license.
- Double-click the server license, **AA2021.exe**
- A *concurrent user shortcut* entitled **Account Ability 2021** will be created on the user's desktop.

Note

- A concurrent user license icon () will be displayed in the **Licensing Panel** of [The Status Bar](#)^[114].

3 The User Interface

An application's *user interface* is the means by which users interact with the application. Generally, it is comprised of menus, icons, tool tips, keyboard shortcuts, tool bars and online help.

Account Ability's user interface consists of the following components:

- [The Desktop](#)^[34] - The *Desktop* is easily recognized by its patriotic background. Recipient information is displayed on the Desktop in windows that resemble actual tax forms. These user friendly windows are the constituents of Account Ability's *recipient interface* and provide all of the functionality required for maintaining each filer's database of information returns and annual wage reports.
- [The Main Menu](#)^[34] - The *Main menu* consists of two ancillary menus - The *Generic menu* and the *Recipient menu*. Although the Generic menu is always visible, the Recipient menu, which merges with the Generic menu, is only visible while working on recipient returns.
- [The Status Bar](#)^[114] - A *status bar* is generally used to report information about the current state of an application. For example, the status bar in an Explorer window shows how many files a folder contains and how much disk space they take up. In addition to showing the state of the application the Account Ability status bar shows the state of the active client.
- [The Recipient Toolbar](#)^[124] - The panel of buttons bordering the right-hand side of the desktop comprise the *recipient toolbar*. The recipient toolbar contains shortcuts to many of the selections appearing on the recipient menu as well as procedures for navigating among recipient returns.
- [Contextual Help](#)^[134] - *Contextual Help* provides you with immediate assistance without having to leave the context in which you are working. It provides information about a particular object and its context. It answers questions such as "What is this?", "Why would I use it?" and "How do I use it?"

These components have been designed to provide a user-friendly experience, allowing the user to interact with the software in a natural and intuitive way.

3.1 The Desktop

The Account Ability *Desktop* is easily recognized by its patriotic background. Recipient information is displayed on the Desktop in windows that resemble actual tax forms. These user friendly windows are the constituents of Account Ability's *recipient interface* and provide all of the functionality required for maintaining each filer's database of Information Returns and Annual Wage Reports.



The Desktop, shown above, contains three essential components,

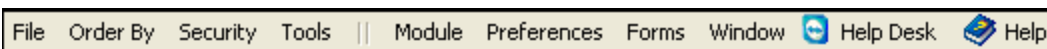
- [The Main Menu](#)^[3]
- [The Status Bar](#)^[11]
- [The Recipient Toolbar](#)^[12]

Note

- The [Desktop](#)^[22] selection on the [Preferences](#)^[21] menu includes the option to replace the patriotic background with a standard gradient background.

3.2 The Main Menu

Account Ability's *Main* menu, shown below,



consists of two ancillary menus:

The *Recipient* menu, shown to the left of the vertical divider (|||),

File Order By Security Tools

and,

The *Generic* menu, shown to the right of the vertical divider (|||),

Module Preferences Forms Window Help Desk Help

The Generic menu is always visible. However, the Recipient menu is only visible when working on Information Returns or Annual Wage Reports. Generic menu items are discussed below. Recipient menu items are discussed in the topic **Working with Tax Forms**.

Generic Menu Items

Module Menu

Transmitter/Submitter Information

Electronic filers of Information Returns and Annual Wage Reports must complete the **Transmitter** and **Submitter** pages of the *Transmitter/Submitter Information* dialog, respectively. *Transmitters* requiring a Transmitter Control Code and *Submitters* requiring a User Id can apply directly from this dialog.

Client (Filer, Entity) Management

The *Client (Filer, Entity) Management* module manages all of your clients in distinct annual databases that can be rolled forward from year-to-year without any loss of prior year integrity. This module contains all of the tools necessary for adding, editing, deleting, importing, and copying client information.

Import Mapping Utility (F2)

Opens *The Import Mapping Utility* (IMU) for 2021. IMU can map any delimited text file or Excel® spreadsheet to a text file that Account Ability can import. The F2 key on your keyboard is a shortcut to this selection.

Bulk Import Utility

The *Bulk Import Utility* can be used to import returns across multiple clients simultaneously. In order to use this utility, you must assign each client's ID to the **Client ID** field in the schema. This is easily accomplished using *The Import Mapping Utility*.

Notes or See Notes

Opens the *Global Notes Dialog*. Global notes are not specific to any one client and can be shared among users in a network environment. Global notes can be a rather useful tool for keeping track of specific tasks to be done either by you or others on your network. *If notes exist, this selection is displayed as See Notes*.

Copy a Transmittal's Path ►

Account Ability's electronic reporting interface prepares information returns, annual wage reports, and TIN matching requests in specially formatted *transmittal files*. In particular, **IRSTAX** transmittals contain information returns formatted pursuant to IRS Publication 1220, **W2REPORT** transmittals contain annual wage reports formatted pursuant to SSA EFW2 or SSA EFW2C specifications, and **BULK TIN.TXT** transmittals contain TIN matching requests formatted pursuant to IRS Publication 2108A.

Unless otherwise specified, transmittals IRSTAX, W2REPORT (W-2), W2REPORT (W-2C), and BULK TIN.TXT are written to predefined folders IRS, SSA_W2, SSA_W2C, and BULK_TIN, respectively, within Account Ability's installation folder. To facilitate locating a transmittal for uploading, this selection allows you to copy the path of the desired transmittal to the Windows Clipboard.

Path to IRSTAX
Path to W2REPORT (W-2)
Path to W2REPORT (W-2c)
Path to BULK TIN.TXT

Path to Transmittal Files

When prompted by IRS or SSA for the file to upload, click the **Browse or Choose File** button and paste the desired path into the **File name** field of the **Choose File to Upload** dialog using the context menu.

Notes

- If a selection appears disabled, a transmittal file does not exist.
- Account Ability automatically copies a transmittal's path to the Windows Clipboard at the start of each electronic reporting session.
- Although Account Ability automatically copies a transmittal's path to the Windows Clipboard at the start of each electronic reporting session, one can inadvertently overwrite this path by copying and pasting other information during the reporting session. If this should happen, select the path again without closing the reporting session.

View/Delete Filers from a Transmittal ►

Use this selection to *view*, *print*, or *delete* filers from an existing IRSTAX or W2REPORT transmittal. You can choose to remove a filer from the selected transmittal by clicking the delete (■) button.

Note

- If a transmittal (IRSTAX, W2REPORT) appears disabled, the file does not exist.

Prepare IRS Transmittal 4804

Although transmittal 4804 is no longer required by IRS, electronic filers of information returns can use this selection to view their IRSTAX transmittal file. The option to print a summary page is also included.

IRS FIRE System

Connects to the [IRS FIRE System](#) for filing *Original*, *Correction* and *Replacement* files. Electronic filers of Information Returns 1098, 1099, 3921, 3922, 5498 and W-G use The IRS FIRE System to upload and monitor the status of their electronic transmissions.

IRS FIRE - TEST File Processing

Connects to the [IRS FIRE System](#) for **TEST** file processing. This system is designed to support electronic filing tests for Information Returns only. The tax year 2021 time frame for testing electronically filed Information Returns is November 1, 2021 through February 15, 2022.

Rename an IRSTAX / IRS8809 File

The electronic filing option automatically appends each file of Information Returns you create to a transmittal file named IRSTAX. A single IRSTAX transmittal can contain any combination of Information Returns for any number of clients. It is the IRSTAX transmittal file that ultimately gets transmitted to The IRS FIRE System. The IRS renames each file of *Originals*, *Corrections*, and *Replacements* it receives to *ORIG.TCCNO.xxxx*, *CORR.TCCNO.xxxx*, and *REPL.TCCNO.xxxx*, respectively, where *xxxx* is a numeric counter ranging between 0001 and 9999. In an effort to synchronize the files you transmit with those received by IRS, *always* use this selection to rename your IRSTAX file to the name supplied by The IRS FIRE System. Renaming each IRSTAX file you transmit also minimizes the likelihood of duplicate filings.

The **Extension of Time to File Electronically** module, located on the Client Reports Bar of the **Client (Filer) Management** module, creates a transmittal named IRS8809. Similar to IRSTAX, the IRS also renames each IRS8809 transmittal it receives. Use this selection to rename your IRS8809 transmittal to the name supplied by The IRS FIRE System.

Important

- If you use Account Ability's (Optional) EFILE Service, you will receive an email confirmation from IDMS. This email will contain the name assigned by IRS as well as instructions for renaming your transmittal file.
- *If you have a problem with an IRS transmittal and need to contact IRS FIRE, you will be asked to supply the name provided by IRS.*

Manifest Management and Testing (Requires the ACA Add-on)

Each ACA transmittal you create is written to the Manifest Management and Testing module where it is ultimately manifested and submitted to the Affordable Care Act Information Returns (AIR) System.

AIR Program Overview (Requires the ACA Add-on)

Provides a link to the IRS Affordable Care Act Information Returns (AIR) Program website.

AIR UI Channel Login/Register (Requires the ACA Add-on)

Provides a link to the IRS Affordable Care Act Information Returns (AIR) Login or Registration website.

➤ Microsoft XML Notepad (Requires the ACA Add-on)

Microsoft's XML Notepad provides a simple intuitive user interface for browsing and editing XML documents. ACA users will find this tool extremely useful when viewing ACA XML transmittals, manifests and acknowledgment files.

➤ Prepare SSA Transmittal W-2

Electronic filers of Form W-2 can use this selection to view their W2REPORT transmittal file. The option to print a summary page is also included.

➤ Prepare SSA Transmittal W-2C

Electronic filers of Form W-2C can use this selection to view their W2REPORT transmittal file. The option to print a summary page is also included.

➤ SSA AccuWage Online

Connects to the Social Security Administration (SSA) [AccuWage Online Information website](#). AccuWage Online is a free internet application offered by the Social Security Administration (SSA) that enables you to check EFW2 (W-2 Wage and Tax Statement) and EFW2C (W-2C Corrected Wage and Tax Statement) formatted wage files for format correctness before submitting them to SSA.

SSA highly recommends using AccuWage Online to test your wage files for compliance with EFW2/EFW2C specifications before submitting them to SSA.

➤ SSA Business Services Online

Connects to the Social Security Administration (SSA) [Business Services Online \(BSO\) website](#). Electronic filers of Annual Wage Reports use the SSA BSO website to upload and monitor the status of their electronic transmissions.

➤ Rename a W2REPORT (W-2) File

The electronic filing option automatically appends each file of W-2s you create to a file named W2REPORT. A single W2REPORT file can contain W-2s for any number of clients. It is this W2REPORT file that ultimately gets transmitted to The Social Security Administration's Business Services Online (BSO). SSA assigns a *wage file identifier (WFID)* to each file it receives and renames the file accordingly. In an effort to synchronize the files you transmit with those received by SSA, *always* use this selection to rename your W2REPORT file to the name supplied by SSA BSO. Renaming each W2REPORT file you transmit also minimizes the likelihood of duplicate filings.

◆ Important

- If you use Account Ability's (Optional) EFILE Service, you will receive an email confirmation from IDMS. This email will contain the WFID assigned by SSA and instructions for renaming your W2REPORT file.
- *If you have a problem with a transmittal and need to contact SSA BSO, you will be asked to supply the WFID provided by SSA.*

➤ Rename a W2REPORT (W-2C) File

The electronic filing option automatically appends each file of W-2Cs you create to a file named W2REPORT. By default, W2REPORT resides in the SSA_W2C folder located within your installation folder. A single W2REPORT file can contain W-2Cs for any number of clients. It is this W2REPORT file that ultimately gets transmitted to The Social Security Administration's Business Services Online (BSO). SSA assigns a *wage file identifier (WFID)* to each file it receives and renames the file accordingly. In an effort to synchronize the files you transmit with those received by SSA, *always* use this selection to rename your W2REPORT file to the name supplied by SSA BSO. Renaming each W2REPORT file you transmit also minimizes the likelihood of duplicate filings.

◆ Important

- If you use Account Ability's (Optional) EFILE Service, you will receive an email confirmation from IDMS. This email will contain the WFID assigned by SSA and instructions for renaming your W2REPORT file.
- *If you have a problem with a transmittal and need to contact SSA BSO, you will be asked to supply the WFID provided by SSA.*

➤ TIN Matching ►

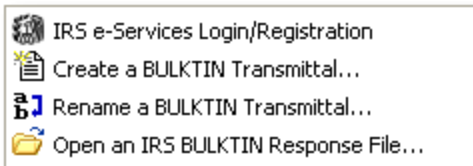
The Internal Revenue Service's *Taxpayer Identification Number (TIN) Matching Program* was established for payers of Form 1099 income subject to the backup withholding provisions of section 3406(a)(1)(A) and (B) of the Internal Revenue Code. Prior to filing an information return, a Program participant may check the TIN furnished by the payee against the name/TIN combination contained in the Internal Revenue Service database maintained for the Program.

The IRS Office of Electronic Tax Administration offers two TIN Matching options:

Interactive TIN Matching - This process accepts up to 25 input name/TIN combination requests online. Results are returned to the user in real time.

Bulk TIN Matching - This process accepts electronic transmittal files containing up to 100,000 name/TIN combinations for matching. Results are generally returned to you within 48 hours in a *BULK TIN Response File*.

In order to use a TIN Matching option, one must first register with [IRS e-Services](#). Once registered, you will be able to create and submit transmittal files, as well as process BULK TIN Response Files, using Account Ability's **TIN Matching Menu**,



TIN Matching Menu

- **IRS e-Services Login/Registration** connects you to [IRS e-Services](#) website.
- **Create a BULK TIN Transmittal** scans Account Ability's entire database for recipients to be tested and writes the results to a BULK TIN transmittal file formatted pursuant to IRS Pub. 2108A. This transmittal file is then uploaded to [IRS e-Services](#) for processing or submitted to IDMS (see **Outsourcing Services** below).
- **Rename a BULK TIN Transmittal**. IRS assigns a unique *transaction number* to each BULK TIN transmittal file submitted for processing. Use this selection to rename your transmittal to this transaction number.
- **Open an IRS BULK TIN Response File**. Response files are either downloaded from [IRS e-Services](#) or emailed to you from IDMS (see **Outsourcing Services** below). Once you have received your response file, use this selection to launch the [BULK TIN Response Processing](#) ⁽⁹⁰⁾ module.

► **Outsourcing Services** ►

IDMS offers a suite of *optional* outsourcing services for users of Account Ability. Outsourcing services include electronic filing (IRS and SSA), TIN Matching, and Print and Mail. With each of these services, transmittal files created by Account Ability are transmitted directly to IDMS for processing from the **Outsourcing Services Menu**,



Outsourcing Services

📝 Notes

- To order IDMS's **Print and Mail Service**, see the [Print and Mail](#) link at www.IDMSInc.com.
- To order IDMS's **EFILE** or **TIN Matching Service**, see the [Order](#) link at www.IDMSInc.com.
- Users of Account Ability are not required to purchase an outsourcing service in order to use that feature.

► **Re-allocate** ►

Use this selection to specify a new location for The Import Mapping Utility or Account Ability's 2021 database.

💡 Instructions for **moving the 2021 database** can be found online on our [Tips Knowledge Base](#). Once the database has been moved, use this selection to inform Account Ability of the new location.

► **Prepare Laser**

Queues the *IDMS Laser Fonts* for downloading. These fonts are required when drawing Information Returns and Annual Wage Reports on blank paper using the *PCL printer configuration*. This menu item is disabled for GDI and Dot Matrix configurations. For more information, see **Automatic download of IDMS laser fonts on Printer Preferences** ^[26].

➤ **Explore**

Launches Windows **Explorer**.

➤ **Logged Users**

Displays all users currently working in Account Ability. Also provides the ability to verify each user's session.

➤ **Backup/Restore**

Opens the Account Ability **Backup and Restore Utility**. This selection is disabled if there are any tax forms open on your workstation.

➤ **Preferences Menu** ^[21]

➤ **Desktop**

Displays the **Desktop** ^[22] page of the **Preferences** menu. Desktop preferences enable you to configure user interaction with Account Ability as well as the appearance of hints.

➤ **Focus Colors**

Displays the **Focus Colors** ^[24] page of the **Preferences** menu. Focus colors can possibly assist those with visual impairments to identify the control receiving keyboard input.

➤ **Printers**

Displays the **Printers** ^[28] page of the **Preferences** menu. Account Ability delivers print jobs to your system's printer in the form of journal records. How these journal records are created depends upon the configuration you specify.

➤ **Laser, GDI Offsets**

Displays the **Laser, GDI Offsets** ^[29] page of the **Preferences** menu. If you use preprinted forms with Account Ability there is a chance you may experience printer alignment problems (i.e. Data prints too high, too low, too far to the right, or, too far to the left). Alignment problems, when they exist, can be corrected by specifying an *offset* to the row and/or column print positions.

➤ **US Postal Services**

Use the **US Postal Services** ^[30] dialog to configure Intelligent Mail Barcode, First-Class Indicia information and Zip Code Lookup preferences.

➤ **Check for Updates at Startup**

Use this selection if you would like Account Ability to check for updates at program startup. If a service pack exists, a message will be displayed instructing you on how to download and install the update.

➤ **Create Shortcut**

Use the **Create Shortcut** selection to easily create shortcuts to Account Ability on the *Desktop, Start Menu, Programs Menu, Common Start Menu, or Common Programs Menu*.

➤ **Delete Shortcut**

Use the **Delete Shortcut** selection to easily delete shortcuts to Account Ability from the *Desktop, Start Menu, Programs Menu, Common Start Menu, or Common Programs Menu*.

➤ **Forms Menu**

The **Forms** menu contains a list of all supported tax forms for reporting year 2021. Until a client has been selected for processing, this menu item appears disabled. Once enabled, however, you can open as many as five tax forms simultaneously for the selected client.

➤ **Window Menu**

Open tax forms for the selected client are listed at the bottom of the **Window** menu item. When more than one tax form is open, use the **Cascade** and **Stack** selections to rearrange the forms.

➤ **Help Desk**

Creates a secure connection, User ID, and Password required for remote desktop support by an Account Ability support technician. With this level of support a technician connects directly to your PC via a 128-bit secured internet connection that *you initiate*. The connection requires a system generated *session ID* and *Password* that you provide to the technician. Once connected, the technician will work with you interactively in order to solve the problem at hand. At the end of the session, the secured connection is destroyed and cannot be reinstated without a new session ID and Password.

↳ [Help Menu](#)

↳ **Help Topics**

Opens this help document.

↳ **User Manuals & IRS Instructions**

↳ **E-Mail Technical Support (Create Ticket)**

This is the best way to email support issues to Account Ability's technical support department since your Account Ability serial (license) number is automatically embedded within the subject of the email. Technical support is free and unlimited to all licensed users of Account Ability.

↳ **Frequently Asked Questions**

Searches Account Ability's [FAQ](#) knowledge base for the keyword(s) you specify.

↳ **Help Desk (Remote) Support**

Same as Help Desk above.

↳ **Windows Task Manager**

Loads the Windows Task Manager.

↳ **Account Ability Forms Division**

Search our forms division (www.AccountAbilityTaxForms.com) for forms and envelopes.

↳ **Account Ability Home Page**

Connects to our home page (www.IDMSInc.com).

↳ **IRS FIRE System**

Opens a brief overview of The IRS FIRE System.

↳ **SSA Business Services Online**

Opens a brief overview of The Social Security Administration's Business Services Online (BSO).

↳ **Print Form 8809 - Extension of Time to File**

Opens a PDF document that you can complete and print as needed. *The option to create an **Extension of Time to File** electronic transmittal can be found on the Reports Bar of Client (Filer, Entity) Management.*

↳ **Print Form W-7 - Application for IRS Individual Taxpayer Identification (ITIN)**

Opens a PDF document that you can complete and print as needed.

↳ **Print Form W-9 - Request for Taxpayer Identification**

Opens a PDF document that you can complete and print as needed.

↳ **Print Form W-9S - Request for Student's Taxpayer Identification**

Opens a PDF document that you can complete and print as needed.

↳ **Print Form W-7 - Application for IRS Individual Taxpayer Identification (ITIN)**

Opens a PDF document that you can complete and print as needed.

↳ **Print Form SS-4 - Application for Employer Identification**

Opens a PDF document that you can complete and print as needed.

↳ **United States Postal Service**

Connects to the United States Postal Service (USPS) website for the sole purpose of looking up USPS ZIP+4 and Delivery Points. Once an address has been submitted, the properly coded ZIP+4 address is displayed. Clicking on the [Mailing Industry Information](#) link displays additional information, including the Delivery Point. Account Ability automatically barcodes properly coded ZIP+4+Delivery Point addresses when printing on Pressure Seal Forms.

▶ **CF/SF, FIPS Codes**

Displays a list of states and their respective *Combined Federal/State Filing Program (CF/SF)* and *Federal Information Processing Standards (FIPS)* codes. IRS established the Combined Federal/State Filing Program to simplify Information Returns filing for the taxpayer. IRS/IRB will forward this information to participating states free of charge for approved filers. Separate reporting to those states is not necessary. The following information returns may be filed under this program: 1099-DIV, 1099-G, 1099-INT, 1099-K, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, 5498.

📌 **Note**

- For detailed information on the Combined Federal/State Filing program, refer to IRS Publication 1220 or contact IRS/IRB customer service at **1-866-455-7438**, Monday through Friday, 8:30AM to 4:30PM EST.

▶ **Country Codes**

Displays a list of currently recorded country codes.

▶ **Sample Import Text Files (TXT)**

Displays a list of sample text files that Account Ability can import. These files are included as a reference for those users interested in building an interface between Account Ability and their host application. For a description of each field, refer to *Appendix A* of the Account Ability user manual.

▶ **Sample Import Spreadsheets (CSV)**

Displays a list of sample spreadsheet files in CSV format. These CSV files are included as a framework for those users interested in creating spreadsheets that Account Ability can import. For a description of each column, refer to *Appendix A* of the Account Ability user manual.

💡 **Suggestions**

- When working with sample spreadsheets, do not rename any column header.
- When working with sample spreadsheets, delete any column that does not apply to your situation.
- Always save your resulting spreadsheet using the *comma separated value (CSV)* format.
- Once your CSV file is complete, use the **Map by Name** feature on the **Tools** menu of the **Import Mapping Utility**

▶ **Tip of the Day**

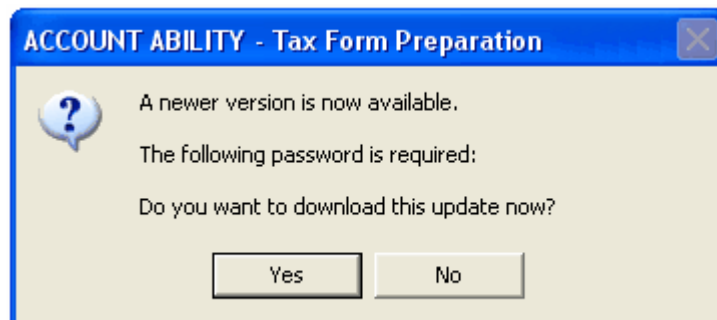
Opens the **Tip of the Day** dialog. By default, the **Tip of the Day** dialog is automatically displayed each time you start Account Ability, unless otherwise specified.

▶ **Upgrade Licensing**

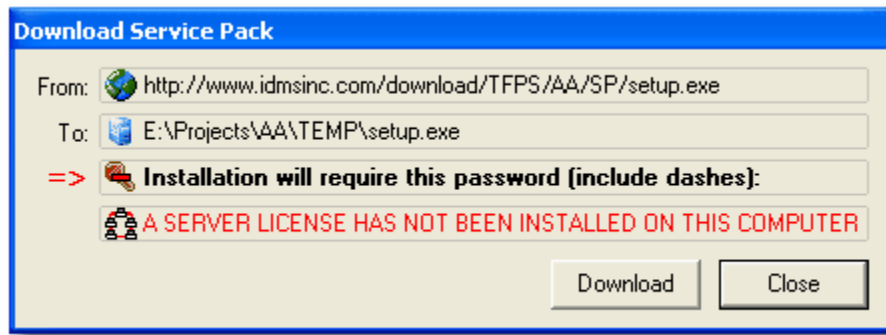
If you upgrade your licensing, use this selection to enter your new serial (license) number.

▶ **About Account Ability (Check for Updates)**

Displays Account Ability's version, serial number, and licensing information. Click the **Check for updates** link to see if a service pack is available. If so, you will be prompted to download it,



Click **Yes** to display the **Download Service Pack** dialog,



Service Packs are automatically downloaded to the server. If the computer doing the download is the server, an installation shortcut is created on the desktop. Otherwise, installation instructions will be displayed.

Notes

- The **Check for updates** link is not displayed on demonstration systems.
- Account Ability automatically checks for updates at startup unless otherwise specified from the [Preferences](#) menu.
- Service Packs are also posted to the [Download](#) page of Account Ability's website.

▶ **About Account Ability's Database (2021)**

Displays information about the currently installed database.

▶ **Locate Prior Year Data (2020)**

If you used Account Ability last year, the 2020 database should be detected automatically. If not, you can always use this selection to specify the location to be used.

3.3 The Status Bar

The *status bar*, shown below, is displayed at the bottom of the [Desktop](#) menu.



The status bar consists of 10 information panels,

System Date Panel

Displays the system date in the format MM/DD/YYYY.

Active Client Panel

Until a client has been selected for processing, this panel displays a **NO CLIENT** message. Otherwise, the selected **Client ID** is displayed. In the illustration above, client **IDMS** has been selected for processing.

CAPS Lock Status Panel

Displays the status of your keyboard's **Caps Lock** key.

NUM Lock Status Panel

Displays the status of your keyboard's **Num Lock** key.

TIN Status Panel

Displays the status of the selected recipient's taxpayer identification number (TIN).


- TIN is *ready to be tested* against IRS records.
- TIN matches IRS records.
- TIN does not match IRS records.
- TIN Matching is not available for the specified form.


Licensing Panel

Displays the type of licensing installed on this computer.

- Indicates that a **server license** is installed.

 - Indicates that a **concurrent user license** is installed.

 - Indicates a **BAD** installation.

The IRS Instructions icon  is visible if, and only if, a tax form is open on the Desktop.

Order Forms

Click this panel for assistance locating and ordering tax forms and envelopes online.

Total Returns Panel

This panel displays the total number of returns recorded for the form on which you are currently working. In the illustration above, there are **7426** returns recorded.

Logged User Panel

In the illustration above, RON is logged on. Click this panel to display all users currently working in Account Ability

3.4 The Recipient Toolbar



The vertical panel of buttons bordering the right edge of the [desktop](#) ^[3] comprise the *recipient toolbar*.

 **Shortcut to Client (Filer, Entity) Management**

 **Shortcut to the Bulk Import Utility**

 **Open a Form for the selected Client**

 **Add (Insert) a New Recipient Record**

If Automatic Insert Mode is set,  appears instead of  (see [Desktop Preferences](#) ^[22]).

 **Save Changes**

Saves changes when adding or editing a recipient.

 **Cancel Changes**

Cancels changes when adding or editing a recipient.

 **Locate a Recipient Record**

Rapidly locates recipient records.

 **Delete a Recipient Record**

If Confirm All Deletions is turned off,  appears as  (see [Desktop Preferences](#) ^[22]).

 **Control Totals**

Displays the totals of all non-void returns.



Moves to the *First*, *Previous*, *Next*, and *Last* recipient record, respectively.

 **Control Report**

Preview or print a detailed control report.

 **Print Forms**

 **Electronic Filing**

 **Close the Form**

 **Opens the Windows Calculator**

 **Due Dates and Filer Instructions**
Displays due dates for the selected tax form.

 **Displays Recent IRS Changes**

 **Displays IRS Instructions**

3.5 Contextual Help

Contextual Help provides you with immediate assistance without having to leave the context in which you are working. It provides information about a particular object and its context. It answers questions such as "What is this?", "Why would I use it?" and "How do I use it?"

Account Ability implements contextual help in a variety of ways,

- Context-sensitive Help
- Hints
- Online Help
- Dialog Help

Context-sensitive Help

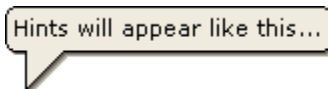
This method of contextual help provides information about particular objects. It provides answers to questions such as "What is this?" and "Why would I use it?". To request context-sensitive help for a specific object, depress the F1 key while focused on the object.


Note

- Objects that are self-explanatory do not have context-sensitive help associated with them.

Hints

Hints are informative messages that are displayed after resting the mouse on an object for a few seconds.



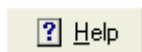
You can customize the appearance of hints using the [Desktop](#)  selection on the **Preferences** menu.

HTML Help

The **Help Topics** selection on the **Help** menu includes an in depth interactive HTML user manual. HTML help is also available in PDF (portable document format). See the **User Manuals & IRS Instructions** selection on the **Help** menu.

Dialog Help

A *dialog* is a child window that must be closed before you can continue to operate a specific application. Most dialogs created by Account Ability contain a help button,



which, when clicked, displays a help topic specific to the dialog.

4 Setup

The first time you start Account Ability various *local* parameters are created. *Local* parameter values, which are stored in the registry, are specific to each user.

Examples of *local* parameters include

- Should the **Enter** key act as the **Tab** key when terminating input?
- Which printers should be used by default?

- Should zeros be suppressed when printing?
- Should a backup reminder be displayed when exiting the program?
- Do you want to change the appearance of tool tips and hints?
- Should Account Ability check for updates automatically?

In addition to local parameters, Account Ability includes US Postal Service parameters. US Postal Service parameters, which are stored in the [database](#) ^[19], control the printing of a First-Class mail indicia and/or Intelligent Mail Barcode on the address portion of pressure seal forms. The [Preferences](#) ^[21] menu contains selections for changing the values of local and US Postal Service parameters.

EFILE

If you plan to electronically file ("EFile") Information Returns and/or Annual Wage Reports you must complete the [Transmitter](#) ^[14] and/or [Submitter](#) ^[16] pages of the **Transmitter/Submitter Information** dialog. Electronic filers of Information Returns ("Transmitters") *must* have a valid *Transmitter Control Code*. Electronic filers of Annual Wage Reports ("Submitters") *must* have a valid *User Identification Number*.

Database

Account Ability's database, **AA2021.abs**, is a robust, high-speed, embedded single-file database with SQL support. The data access layer is compiled right into the server license (AA2021.exe), thus eliminating the need for special configuration libraries or a database server.

Account Ability automatically creates a new [database](#) ^[19], **AA2021.abs**, in folder

<installation folder>\2021DATA

when the application is first launched. Although this folder will suffice for single user installations, network installations may require moving AA2021.abs to a shared folder accessible by all users. The section on [Database Setup](#) ^[19] explains the procedure for moving and reallocating the database.

4.1 EFILE Setup

The regulations under section 6011(e)(2)(A) of the Internal Revenue Code provide that any person, including a corporation, partnership, individual, estate, and trust, who is required to file 250 or more Information Returns *must* file such returns electronically. Employers with 250 or more Annual Wage Reports to submit are also required to file electronically.

Electronic filers of Information Returns ("Transmitters") *must* have a valid *Transmitter Control Code* (TCC). If you require a TCC, you can apply for one on the [Filing Information Returns Electronically \(FIRE\)](#) website.

Electronic filers of Annual Wage Reports ("Submitters") *must* have a valid *User Identification Number*. If you require a User Id, Account Ability can help you obtain one by connecting you to the [SSA Business Services Online](#) (BSO) website where you can register. Submitters must complete the [Submitter](#) ^[16] page of the **Transmitter/Submitter Information** dialog.

Account Ability includes an [Integrated Browser](#) ^[17] ("Browser") which, by default, is used in place of your computer's web browser when connecting to the IRS FIRE System and/or SSA BSO. The Browser's **Fill-in** button eliminates the need to remember User Ids, Passwords, PINs, etc. by transferring information directly from the database to the web page. The [Integrated Browser](#) ^[17] page of the **Transmitter/Submitter Information** dialog should be used to configure, or disable, the Browser.

Notes

- If you are required to file electronically and fail to do so, the Internal Revenue Service may impose a penalty.
- If you are not required to file electronically, but choose to do so, do not submit the same returns on paper.
- A TCC cannot be used to file Annual Wage Reports.
- A User Id cannot be used to file Information Returns.

4.1.1 Transmitter Information

 [Module Menu](#)  [Transmitter/Submitter Information...](#)

Transmitters of Information Returns must complete the **Transmitter (IRS)** page of the **Transmitter/Submitter Information** dialog. Account Ability uses this information to create the Transmitter

(T) record for information returns reported electronically through the IRS FIRE System.

Transmitter (IRS) Information

Name, street address, city, state, and ZIP code ("TRANSMITTER")

Enter the legal name associated with the Employer Identification Number (**EIN**) and the complete address of the organization that will submit electronic files through the IRS FIRE System.

Company associated with problem media or electronic files

Enter the name and address of the company to receive correspondence relating to problem media. If the company associated with problem media is the same as the TRANSMITTER, click the **Copy name and address** button, which will appear as the cursor enters this group.

Contact name, 10-digit telephone with extension, and e-mail ("CONTACT")

This group contains the name, telephone number, and e-mail address of the person to be contacted if IRS/IRB encounters problems with an electronic transmission.

- **Name | Telephone:** The dividing bar displayed in this field separates the contact name from the telephone number. The contact name is entered to the left of the dividing bar; the telephone number to the right. When entering the telephone number, omit hyphens and follow the number with an optional extension. For example, the telephone number 631-249-7744, ext. 3321, would be entered as 63124977443321.
- **E-mail:** Enter the contact's e-mail address.

Employer Identification Number ("EIN")

Enter the Employer Identification Number (EIN), Qualified Intermediary Number (QI-EIN), Withholding Partnership Number (WP-EIN), or Withholding Trust Number (WT-EIN) of the organization transmitting the electronic files. *Social Security Numbers (SSN) are not permitted.*

IRS FIRE TCC

Enter your IRS FIRE Transmitter Control Code (TCC) for filing forms 1097, 1098, 1099, 3921, 3922, 5498 and W-2G.

Apply for TCC or File Form 4419

If you don't already have a FIRE Transmitter Control Code (TCC), Account Ability displays an **Apply for TCC** button that will direct you to the [Filing Information Returns Electronically \(FIRE\)](#) website where you can apply for one. Otherwise, Account Ability displays a **File Form 4419** button that can be used to revise the Legal name, Business mailing address, or Contact information for existing Transmitter Control Codes *received before*

September 26, 2021.

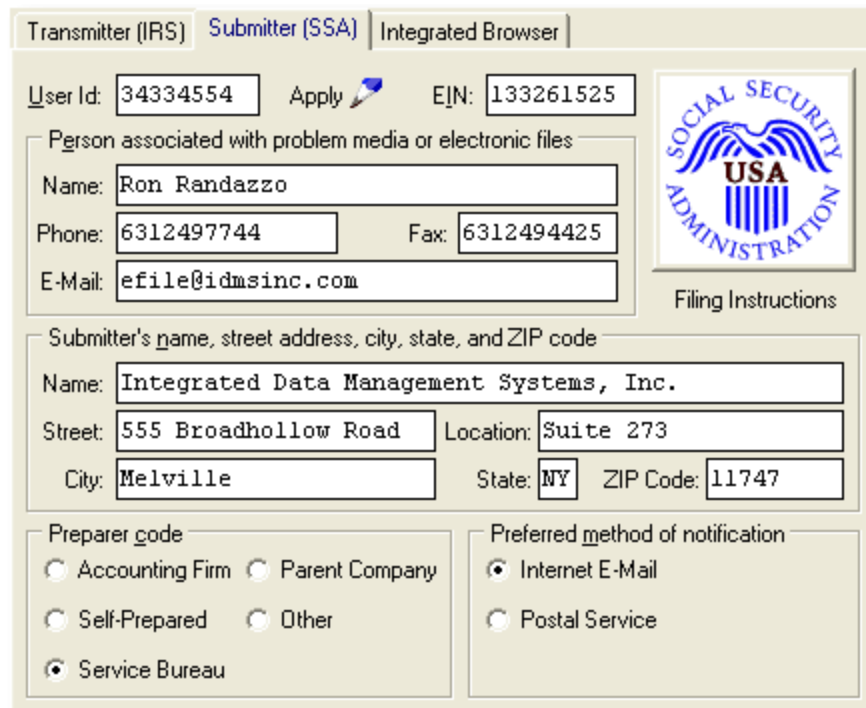
Notes

- Use the **Roll Forward** button to roll forward 2020 transmitter information.
- The **Roll Forward** button will be disabled once this dialog is complete.
- You can file for multiple companies using a single TCC.
- An IRS FIRE TCC cannot be used to file ACA Forms 1094/1095.
- An IRS FIRE TCC *cannot* be used to file forms W-2, W-2c.


4.1.2 Submitter Information

[Module Menu](#) → [Transmitter/Submitter Information...](#)

Submitters of Annual Wage Reports must complete the **Submitter (SSA)** page of the **Transmitter/Submitter Information** dialog. Account Ability uses this information to create the Submitter record for Annual Wage Reports reported electronically to the Social Security Business Services Online (SSA BSO).



Transmitter (IRS) | **Submitter (SSA)** | Integrated Browser

User Id: Apply  EIN:

Person associated with problem media or electronic files

Name:

Phone: Fax:

E-Mail:

Submitter's name, street address, city, state, and ZIP code

Name:

Street: Location:

City: State: ZIP Code:

Preparer code

Accounting Firm Parent Company


Self-Prepared Other

Service Bureau

Preferred method of notification

Internet E-Mail

Postal Service

 Filing Instructions

Submitter (SSA) Information

User Identification Number (User Id)

Enter the User Id assigned to the Submitter by the Social Security Administration (SSA). If you don't already have a User Id, see the section **Applying for a User Identification Number**, below.

Employer Identification Number (EIN)

Enter the Submitter's EIN.

Person associated with problem media or electronic files

Any correspondence relating to problem media or electronic files will be sent to the person specified within this group. This information is reported to SSA in the submitter record of each transmission.

Submitter's name, street address, city, state, and ZIP code

This group identifies the owner of the EIN entered above.

Preparer code

Select a preparer code in order to identify the preparer of the file.

Preferred method of notification

Select the best method of notification by SSA in the event of a problem.



Applying for a User Identification Number (User Id)

If you need a User Id, you can register for one online by clicking the **Apply** button. This will take you to the [Business Services Online Welcome Page](#). Once on this page, select the **Registration** link. Optionally, you can register by calling 800-772-6270, Monday through Friday, 7:00 a.m. to 7:00 p.m. EST.

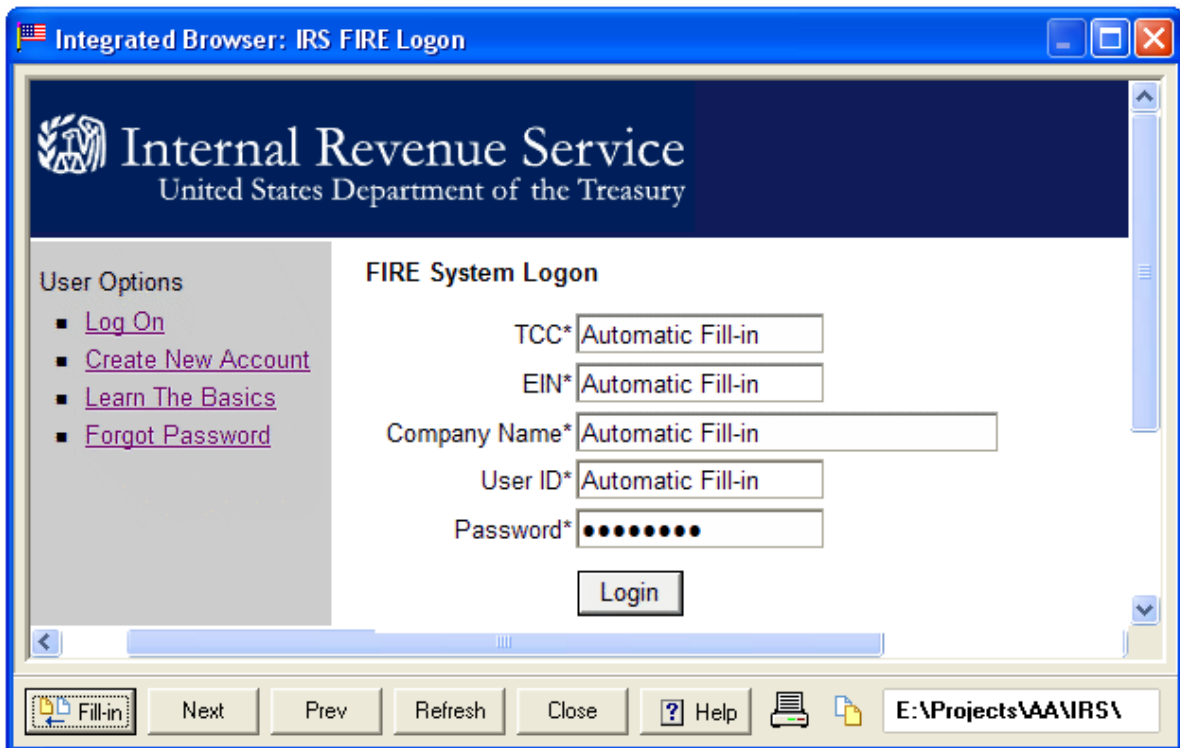
Notes

- Use the **Roll Forward** button to roll forward 2020 submitter information.
- The **Roll Forward** button will be disabled once this dialog is complete.
- You can file as many companies as desired using the *same* User ID.

4.1.3 Integrated Browser

➔ [Module Menu](#) ➔ [Transmitter/Submitter Information...](#)

Account Ability's *Integrated Browser* ("Browser") is used in place of your computer's web browser when connecting to the IRS FIRE System and/or SSA BSO. The Browser's **Fill-in** button eliminates the need to remember *User Ids*, *Passwords*, *PINs*, etc. Just click the **Fill-in** button and data is transferred from Account Ability's database to the web page.



Account Ability's Integrated Browser

- **Fill-in:** When prompted for a User Id, Password, PIN, TCC, etc., click the **Fill-in** button. The Browser will attempt to fill in the web page by transferring data directly from Account Ability's database.
- **Next:** Moves forward one page.
- **Prev:** Moves back one page.
- **Refresh:** Refreshes the current page.
- **Close:** Closes the Browser.
- **Help:** Displays this help.

- **Printer Button:** Prints the web page.
 - **Copy Button:** The path to your most recent transmittal file is displayed after the *copy button* (📄). Use this button if you want to copy the path to the clipboard. You can then paste the path when browsing for your transmittal.
- 💡 If you experience problems connecting to IRS FIRE, open your computer's [Internet Options](#); On the **Advanced** page scroll down to **Security**; Check TLS 1.0, TLS 1.1, TLS 1.2; Uncheck SSL 2.0, SSL 3.0. Try connecting again.

🔧 Configuring the Integrated Browser

➔ [Module Menu](#) ➔ [Transmitter/Submitter Information...](#)

The screenshot shows the 'Integrated Browser' tab of a configuration window. It is divided into four main sections:

- IRS FIRE Login Information:** Includes fields for 'User Id' (containing 'rRandazzo1102'), 'Password' (masked with asterisks), 'PIN' (masked with asterisks), and an 'IRS TEST' checkbox.
- SSA BSO Login Information:** Includes fields for 'User Id' (containing '28737R21') and 'Password' (masked with asterisks).
- When connecting to IRS FIRE or SSA Business Services Online (BSO):** Contains two radio buttons: 'Use Account Ability's integrated browser' (which is selected) and 'Use my computer's default web browser'.
- Fill-in Security:** Contains three text boxes for 'Current Password', 'New Password', and 'Verify Password'. To the right of these boxes is a note: 'If a password is specified, it will be required by the Fill-in feature of the integrated browser.' A 'Submit Password' button is located at the bottom right of this section.

Integrated Browser Setup

📌 **IRS FIRE Login Information**

This group contains the *User Id*, *Password*, and *Personal Identification Number (PIN)* used to logon and submit transmittal files to the IRS FIRE System.

- **User Id:** Must match the *User Id* used to logon to the IRS FIRE System.
- **Password:** Must match the *Password* used to logon to the IRS FIRE System.
- **PIN:** Must match the *PIN* used to submit transmittals on the IRS FIRE System.
- **IRS TEST Checkbox:** If you plan to submit TEST files to IRS FIRE, you will need to create a separate account with the IRS FIRE TEST File Processing system (see **IRS FIRE - TEST File Processing** on the **Module** menu). Check the IRS TEST checkbox prior to entering the User Id, Password and PIN to be used when testing with IRS FIRE.

📌 **Note**

- The Browser *automatically* detects changes to your Password and/or PIN. When the Browser closes, changes are written to Account Ability's database and the message "Changes have been successfully recorded" is displayed.

📌 **SSA BSO Login Information**

This group contains the *Password* used to logon to the SSA BSO.

- **User Id:** This is the *User Id* entered on the Submitter (SSA) page.
- **Password:** Must match the *Password* used to logon to the SSA BSO.

Note

- The Browser automatically detects a change to your Password. When the Browser closes, the change is written to Account Ability's database and the message "Changes have been successfully recorded" is displayed.

Browser to be Used (Disabling the Integrated Browser)

This group specifies the browser to be used when connecting to the IRS FIRE System or SSA BSO. Although Account Ability's Integrated Browser is suggested, you should select your computer's default browser only if you experience connection problems.

Fill-in Security

The purpose of the **Fill-in** button is to transfer security information directly from the database to the web page. If you set a **Fill-in Security** password, it will be requested of each user who clicks the **Fill-in** button at the start of each session.

Notes

- The Integrated Browser is not used with IRS e-Services for Bulk TIN Matching.
- IRS FIRE and SSA BSO require that you change passwords periodically. The Integrated Browser will attempt to update the database with each password and/or PIN change.

4.2 Database Setup

Account Ability's database, **AA2021.abs**, is a robust, high-speed, embedded single-file database with SQL support. The data access layer is compiled directly into the server license (AA2021.exe), thus eliminating the need for special configuration libraries or a database server.

When Account Ability is first launched, **AA2021.abs** is automatically created in folder

<installation folder>\2021DATA (*this is the default location*)

If a prior year database, **AA2020.abs**, is found, transmitter, submitter and US Postal Service information are automatically rolled forward.

Although the default location will suffice for single user installations, you can move it to a new location on your network with a simple copy, paste and reallocate.

Related Topics

- [Moving the Database](#)^[19]
- [Database Reallocation](#)^[20]
- [Prior Year Database](#)^[20]

Notes

- A new database is created each reporting year (e.g. 2019data.abs for 2019, 2020data.abs for 2020, 2021data.abs for 2021, and so on).
- You can roll forward any part of the prior year database at your option.
- For the exact location of the current year database select **About Account Ability's Database (2021)** on the **Help** menu.
- If you need to locate the prior year database select **Locate Prior Year Database (2020)** on the **Help** menu.

4.2.1 Moving the Database

Account Ability's database, AA2021.abs, can be moved to a new location on your network with a simple copy, paste and reallocate. Moving the database from its existing location ("SOURCE") to a new location ("DESTINATION") should be performed by a network administrator ("ADMIN").

- Advise all users to exit Account Ability.
- Have ADMIN start Account Ability.
- From the **Module** menu, select **Logged Users** to ensure that ADMIN is the *only* active user. If other **Logged Users** are listed click the **Verify** button to verify their connections to the database. Repeat these steps until ADMIN is the only logged user.
- Select **About Account Ability's Database (2021)** on the **Help** menu. Jot down the folder in which the database currently resides. This is the SOURCE folder.
- Exit Account Ability.
- Browse to the SOURCE folder and click once on AA2021.abs
- Select **Copy** from the **Edit** menu.
- Browse to the DESTINATION folder.
- Select **Paste** from the **Edit** menu.
- Start Account Ability.
- From the **Module** menu select **Re-allocate ▶ Account Ability's 2021 Database.**
- Browse to the DESTINATION folder and double-click AA2021.abs
- Exit and restart Account Ability.
- Select **About Account Ability's Database (2021)** on the **Help** menu to confirm the new DESTINATION.

The final step in moving the database is to inform each user's workstation of the new DESTINATION. This is discussed in the next section, [Database Reallocation](#)^[20].

Notes

- All users must have administrative privileges to the DESTINATION location.
- Since the database was copied (not cut) the SOURCE location will still contain a copy of AA2021.abs

4.2.2 Database Reallocation

↳ **Module Menu ▶ Re-allocate ▶ Account Ability's 2021 Database**

As discussed previously, Account Ability's database, AA2021.abs, can be moved to a new location ("DESTINATION") on your network with a simple copy and paste. Moving the database, however, does *not* automatically inform Account Ability of the DESTINATION. Consequently, it will be necessary to *reallocate* the database on each user's workstation.

- Have each user start Account Ability.
- From the **Module** menu select **Re-allocate ▶ Account Ability's 2021 Database.**
- Browse to the DESTINATION folder and double-click AA2021.abs
- Exit and restart Account Ability.

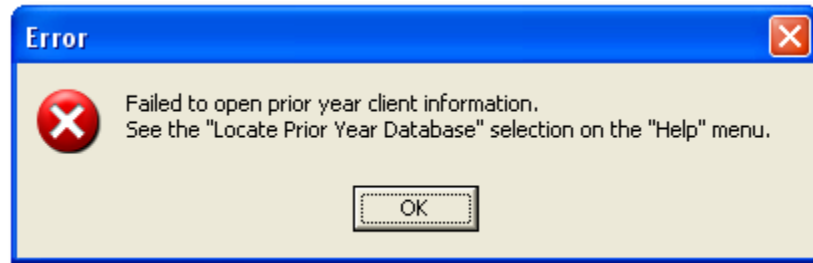
Account Ability will now look to the DESTINATION folder for its database. To confirm this, have each user select **About Account Ability's Database (2021)** on the **Help** menu.

4.2.3 Prior Year Database

↳ **Help ▶ Locate Prior Year Database (2020)**

The **Client (Filer, Entity) Management** module maintains your clients in distinct annual databases that can be rolled forward from year-to-year without any loss of prior year integrity. If you used Account Ability in 2020, you will probably want to roll forward the 2020 client register (see [Client \(Filer\) Management](#)^[31]).

If a prior year database, AA2020.abs, is not found, an exception is raised



If this should happen, use the selection

Locate Prior Year Database (2020)

on the **Help** menu to search alternate locations for AA2020.abs

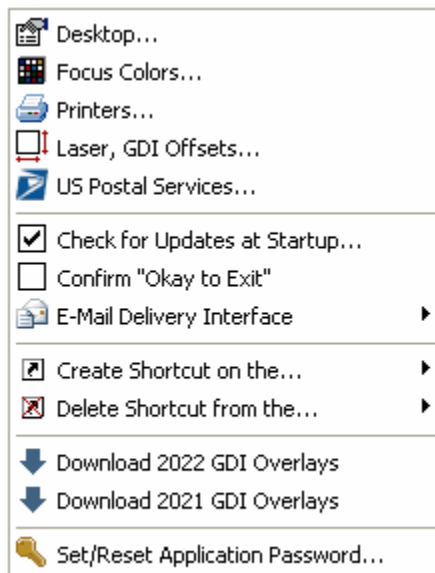
Notes

- An alternative way to locate prior year data is to exit the 2021 version of Account Ability, run the 2020 version and select **About Account Ability's Database (2020)** on the **Help** menu.
- Instructions for [rolling forward the client register](#)^[44] can be found in the section **Importing & Exporting Clients**.

5 Preferences

Preferences Menu

Use the **Preferences** menu to configure user interaction with Account Ability. In addition to configuring Account Ability's desktop and printers, there are selections for configuring US Postal Services, E-Mail delivery, as well as creating and deleting shortcuts to Account Ability.



Preferences Menu

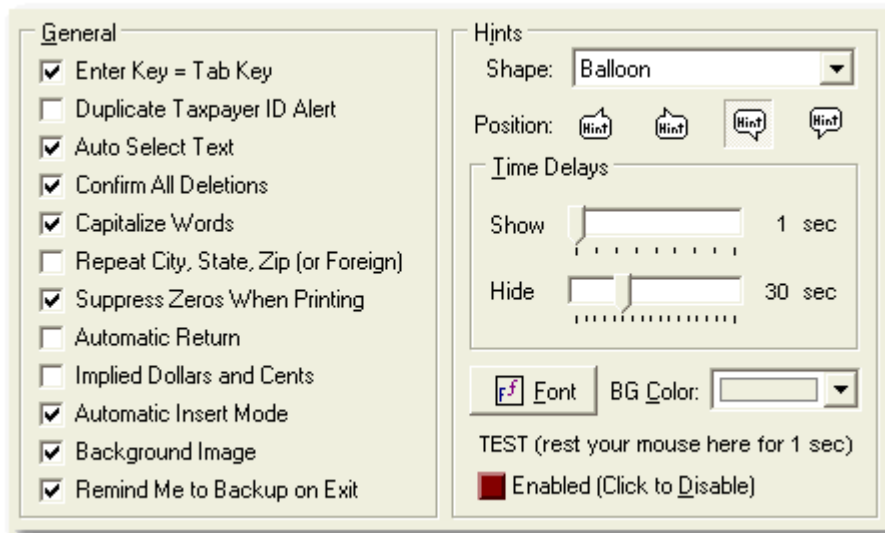
- Use the [Desktop](#)^[22] dialog to configure the Account Ability desktop.
- Use the [Focus Colors](#)^[24] dialog to configure the Background and Foreground colors of the control receiving input.
- Use the [Printers](#)^[26] dialog to configure the printers to be used with Account Ability.
- Use the [Laser, GDI Offsets](#)^[29] dialog to correct alignment problems when printing on preprinted forms.

- Use the [US Postal Services](#) dialog to configure Intelligent Mail Barcode, Ancillary Service Endorsements, First-Class Indicia information and Zip Code Lookup preferences.
- Select **Check for Updates at Startup** if you would like Account Ability to automatically check for updates at program startup (not available on demonstration systems).
- The **E-Mail Delivery Interface** controls how Account Ability delivers email to its technical support and outsourcing (EFILE, TIN Matching, Print and Mail) departments. Two interfaces are available - **MAPI Mail** (*Messaging Application Programming Interface*) and **WEB Mail** (*Web-based email or Webmail*). MAPI clients generally use Microsoft Outlook; WEB Mail (the default) is browser based and only requires an internet connection. If you are not sure of which interface to use, WEB Mail is the better choice.
- Use the **Create Shortcut** selection to easily create shortcuts to Account Ability
- Use the **Delete Shortcut** selection to easily delete shortcuts to Account Ability
- If you need to print **2022** 1098-C, 1099-S, W-2G, or 3922 forms prior to the 2022 release of Account Ability, select **Download 2022 GDI Overlays**.
- To restore the **2021** print overlays, select **Download 2021 GDI Overlays**.
- Use **Set/Reset Application Password** to restrict access to the 2021 version of Account Ability.

5.1 Desktop

↳ Preferences Menu ↳ Desktop

Desktop Preferences are divided into two groups, **General** and **Hints**. *Hints* are informative messages that appear when you position the mouse over a specific object for a specified period of time (*Show Time Delay*). If enabled, Account Ability displays the object's hint in either a rectangular or balloon shaped window for a specified period of time (*Hide Time Delay*). The **Hints** group lets you customize the appearance of hints.



Desktop Preferences

General Desktop Preferences

Enter Key = Tab Key (default)

Traditionally, the **ENTER** key was used to terminate input. Windows, as you are probably aware, uses the **TAB** key. Select this preference to have the **ENTER** key terminate input as well.

Duplicate Taxpayer ID Alert

Account Ability allows you to enter multiple returns with the same taxpayer id (SSN, EIN). Select this preference if you would like to be warned of a duplicate prior to posting. Warnings are not active when importing, rolling forward prior year returns, or posting the **CORRECTING** transaction of a two transaction correction of Information Returns.

Auto Select Text (default)

When Windows shifts focus to an input field, all of the existing text in the field is generally selected

(highlighted). Some users find this annoying since the first character typed usually erases the entire field. This preference lets you decide if text should be automatically selected.

Confirm All Deletions (default)

Select this preference if you want Account Ability to confirm each deletion of Information Returns and Annual Wage Reports.

Capitalize Words (default)

Select this preference to have Account Ability capitalize the first letter of each word when entering names, addresses, cities, etc.

Repeat City, State, and ZIP Code

Select this preference to have Account Ability default to the last recipient's City, State, and ZIP code (Province, postal code, country, for foreign addresses) when entering new recipients. In the case of 1098 cooperatives, the last payer's complete street address will be repeated.

Suppress Zeros When Printing (default)

Account Ability prints all numeric fields, even zeros, when printing W-2s, 1098s, 1099s, etc. Select this preference if you prefer to leave such fields blank. Note that zeros always print on corrected returns.

Automatic Return

Account Ability can automatically exit certain fields when the number of characters entered reaches the maximum the field can hold. For example, typing 11221 in a 5 character Zip Code field, etc. Select this preference to activate this automatic return feature.

Implied Dollars and Cents

Select this preference to have Account Ability automatically add a decimal to all currency fields. For example, 545 would convert to \$5.45, 12300 would convert to \$123.00. Currency fields containing a decimal point are not affected.

Automatic Insert Mode

If selected, Account Ability remains in insert mode when adding new returns. That is, after each new return is recorded, the form will clear and you will be ready to enter the next return.

Background Image (default)

If selected, Account Ability displays a patriotic background. Otherwise, a standard gradient background is displayed. This option requires at least 16-bit color.

Remind Me to Backup on Exit (default)

Select this preference if you would like to be reminded to backup your current year's database prior to exiting Account Ability.

 **Note**

- A backup reminder will not be displayed if other users are working in Account Ability.
- A backup reminder will not be displayed if a backup was successfully completed during the current session.

 **Hints Group**

Shape and Position

Hints appear in either a *rectangular* or *balloon* shaped window. Select a shape from the drop down **Shape** box. Hints can be drawn in one of four positions: lower left, lower right, upper left, upper right. Select a position by clicking on the respective icon.

Time Delays

The **Show Time Delay** specifies the number of seconds Account Ability will wait before displaying a hint. The **Hide Time Delay** specifies the number of seconds Account Ability will wait before hiding a hint, provided the mouse has not moved. A **Show Time Delay** of 1 second and a **Hide Time Delay** of 30 seconds is recommended during the learning phase.

Foreground Attributes

Use the **Font** button to configure the hint window's font and text color.

Background (BG) Color

Select the hint window's background color from a drop down list of system colors.

Testing Preferences

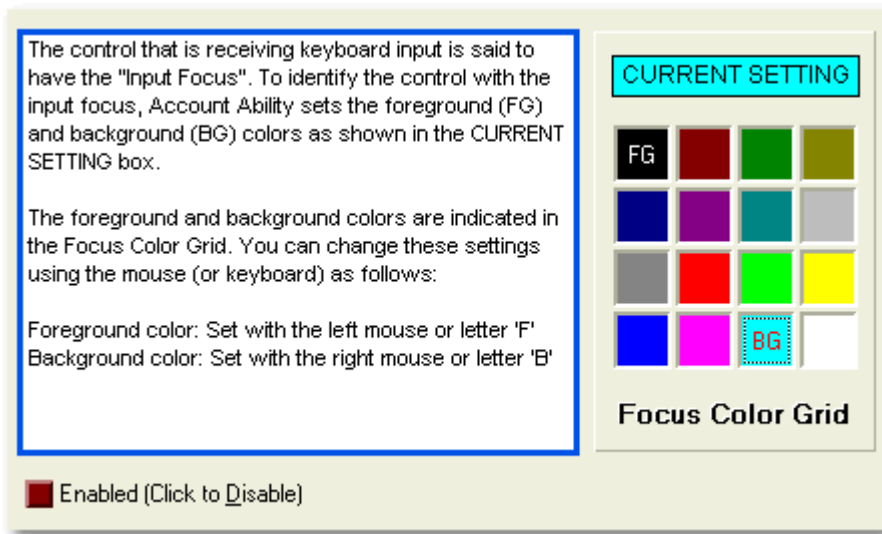
To test the preferences you have selected, position the mouse on the word TEST and wait for the number of seconds indicated (**Show Time Delay**). If enabled, a hint reflecting your choice of shape, position, font, and color will appear for the number of seconds specified in the **Hide Time Delay**.

Enable/Disable Hints

Once completely familiar with Account Ability, you'll probably consider disabling hints. It is suggested, however, that you leave hints enabled and consider increasing the **Show Time Delay** instead.

5.2 Focus Colors

➔ Preferences Menu ➔ Focus Colors



Focus Color Preferences

Note

- To select colors using your keyboard, tab to the **Focus Color Grid** using the *Tab* key. Once in the grid, use the arrow keys to move to a desired color and depress either **F (Foreground)** or **B (Background)**.

5.3 Printer Configurations

Simply put, applications always request service from the *Graphical Device Interface* (GDI), and possibly the *Device Independent Bitmap* (DIB) Engine, of the Windows operating system in order to prepare a print job for delivery to a *Printer Driver* ("driver"). Think of the GDI as a hard working individual an application employs to talk to a printer. A Windows' application doesn't directly access a printer like DOS did. Instead, it uses the Windows services. This allows for centralized scheduling and control of print jobs, a necessary requirement of a multitasking environment. Think of the DIB engine as another individual whose job is to manipulate graphics. The driver, which is generally supplied by the printer's manufacturer, works with the GDI and DIB engine to produce printer-specific output in the form of journal records. Journal records are then forwarded to the *Print Processor*, which prepares them for print spooling. Eventually, your completed print job is routed to the desired printer.

A major advantage of the Windows GDI interface is that of device independence. This is why IDMS suggests using it. Account Ability includes a database of carefully designed *Enhanced Metafiles* (EMF) that can be drawn on any printer configured for the Windows GDI. The **PCL** and **Dot Matrix** interfaces do not use these metafiles!

Note

- Regardless of the printer configuration you choose, have your system administrator check your printer's

properties in order to ensure that (a) Print jobs are spooled so printing finishes faster, and (b) Printing begins after the last page has been spooled. To access these properties, right-click your printer in the Windows' **Printers** folder and select **Properties** from the context menu. Earlier versions of Windows (95, 98) display these properties by clicking the **Spool Settings** button on the Details page. Later versions of Windows place this button on either the **Configuration** page or **Advanced** page.

PCL Configuration

PCL, short for *Printer Command Language*, is an instruction set supported by many older Hewlett Packard (HP) laser printers. If you are using an HP laser printer which supports PCL or one which is truly PCL compatible, then you can, if desired, use the **PCL** configuration. Your PCL printer must be capable of retaining soft fonts (fonts which get downloaded to your printer).

When the **PCL** configuration is used, Account Ability does not rely upon the Windows GDI to create the journal records mentioned above. Instead, Account Ability generates a set of PCL records and sends them directly to the printer for processing. PCL records contain all of the instructions necessary for drawing and/or filling in tax forms on your laser printer. Clearly, this is a device dependent configuration.

Automatic Download of IDMS Laser Fonts

PCL printers, in general, do not come from the factory capable of drawing tax forms on blank paper. It is therefore necessary to download a custom set of laser fonts designed specifically for this purpose (*IDMS laser fonts*). IDMS laser fonts enable a special set of PCL instructions to be converted to a tax form by a true PCL printer. Since these fonts remain resident in your printer's memory until power off, Account Ability downloads these fonts only once per session (a session ends when you exit Account Ability).

Some printers will print a blank page with an arrowhead (➔) appearing in the upper left hand corner every time IDMS laser fonts are downloaded. If you are experiencing this problem and your printer is not turned off between sessions, you may want to inform Account Ability not to download these fonts automatically. You will then be prompted to confirm the download prior to the start of each job.

Note

- If you need to download IDMS laser fonts more than once per session, see the **Prepare Laser** selection on the **Module** menu. The **Prepare Laser** selection forces Account Ability to download IDMS laser fonts more than once per session.

Why use the PCL configuration?

The **PCL** configuration provides extremely fast processing of print jobs since the entire graphical interface is basically circumvented. Moreover, spooled output is much smaller with PCL than with the GDI since Account Ability, not Windows, controls PCL journal records.

Dot Matrix Configuration

If you plan to use continuous forms on a generic dot matrix printer, you must select the **Dot Matrix** configuration. When the **Dot Matrix** configuration is used, Account Ability does not rely upon the Windows GDI to create the journal records mentioned in the overview above. Instead, Account Ability generates a set of text records and sends them directly to the printer for processing. Text records contain all of the instructions necessary for filling in preprinted tax forms on generic dot matrix printers configured for a *Vertical Motion Index* (VMI) of 6 lines per inch, and a *Horizontal Motion Index* (HMI) of 10 characters per inch.

W-2 Dot Matrix Preferences (1-Wide, 2-Wide)

Some states require both employer and employee state and local returns, resulting in a 6-part or 8-part form. Even without carbon interleaves, many printers cannot penetrate that many parts. Wide carriage printers generally use a 2-wide form to overcome this problem. The 2-wide form contains employer copies on one side of the page and employee copies on the other. You must indicate whether a 1-wide or 2-wide form will be used.

W-2 Dot Matrix Preferences (Offset)

When printing 2-wide W-2 forms, some dot matrix printers cannot tab past column 132 making it impossible to accurately report Local information. If this happens, try to physically shift your forms to the left a few columns. Then, indicate the number of columns (0-3) by which you have shifted your forms in the **Offset** field. Each column will result in an additional character for the locality.

Windows GDI Configuration (Recommended)

Unless you are using a generic dot matrix printer, IDMS recommends using the Windows GDI configuration. When the Windows GDI configuration is used, Account Ability relies upon the Windows GDI to create the

journal records mentioned in the overview above. If you plan to prepare SSA approved W-2, W-2C, W-3, W-3C returns on blank paper then you must use a laser printer configured for the Windows GDI interface. The Windows GDI configuration is also required for printing on pressure seal forms.

■ Adjust Output When Clipped

Printers generally print within a printer-dependent rectangle referred to as a clipping rectangle. If an application attempts to print outside of a printer's clipping rectangle, output will get chopped off (or *clipped*). Account Ability contains a rather sophisticated set of proprietary scaling algorithms designed to avoid clipping when drawing tax forms on blank paper. When printing on preprinted forms, however, a printer's clipping rectangle may not be large enough to encompass all of the preprinted boxes on the form, thus making clipping unavoidable. This is common among inkjet printers. If you experience clipping, select this preference in order to have Account Ability force all data within the clipping rectangle.

■ Vertical Registration

Registration refers to the relative print positions of images that are printed at different times. For example, when you process preprinted forms, the registration is good if the text aligns correctly with the preprinted image. Text that extends beyond preprinted box edges and text that overlaps other preprinted text are examples of poor registration.

If, when printing on *preprinted* forms, the text of the first form on a page prints fine but that of subsequent forms *on the same page* prints higher, your printer may require an adjustment to its *Vertical Registration*. If this is the case, use the **Vertical Registration Control** to increase the vertical registration (1-75) and try printing again.

📌 Notes

- Registration will vary from printer to printer. So, if you change printers, always set the Vertical Registration to zero to see if an adjustment is necessary.
- Vertical Registration is used only by the GDI Printer configuration.
- If the text of the first form on the page prints too high or too low, set the Vertical Registration to zero and try adjusting the **Laser, GDI Offsets** instead.

■ Print A Clipping Rectangle Button

Prints a clipping rectangle (as defined above) for the printer you specify. This will give you a clear view of where clipping will occur. Inkjet users are encouraged to print a clipping rectangle at least once.

5.4 Printers

➔ Preferences Menu ➔ Printers

Account Ability delivers print jobs to your system's printer in the form of journal records. How these journal records are created depends upon the configuration you specify in the **Configure for** group of the **Printer Preferences** dialog. If you haven't already done so, click on the [Configuration Help?](#)^[24] link for an overview of these configurations prior to completing this dialog.

Printer Preferences

Configure for

Indicate the configuration to be used (**PCL**, **Dot Matrix**, **GDI**).

Notes

- Pressure seal forms require the **GDI** configuration.
- Inkjet printers must use the **GDI** configuration.
- SSA approved Copy A W-2 and W-3 returns require the **GDI** configuration.
- Continuous forms require the **Dot Matrix** configuration and a generic dot matrix printer configured for a *Vertical Motion Index* (VMI) of 6 lines/inch and a *Horizontal Motion Index* (HMI) of 10 characters/inch.
- Preprinted 4-UP W-2 forms require the **PCL** configuration.

W-2 Dot Matrix

Account Ability supports both **1-Wide** and **2-Wide** continuous W-2 forms. When printing 2-Wide W-2 forms, some dot matrix printers cannot tab past column 132, making it impossible to accurately report Local information. If you experience this problem, try physically shifting your forms to the left a few columns. Next, indicate the number of columns (0-3) by which you have shifted your forms in the **Offset** field. Each column will result in an additional character for the locality.

Printers to be used

General reports (Client Master, Activity Report, Control Reports, Register Listings) print on the specified **Reports** printer. Information Returns and Annual Wage Reports print on the specified **Forms** printer.

Adjust output when clipped

Every printer has a well defined region within which printing can occur. This region, also referred to as a *clipping rectangle*, varies from printer to printer. Attempts to print outside of a printer's clipping rectangle generally results in a loss of printed output (this is known as *clipping*). When printing on preprinted forms, there is a good possibility that clipping will occur, especially on inkjet printers. If you select this preference, Account Ability forces all printed output into the clipping rectangle. If a clipping adjustment is necessary, a *clip adjustment message* will be displayed in red on the status bar.

Note

- Use the **Print a Clipping Rectangle** button if you want to see your printer's clipping rectangle.

Vertical Registration

Registration refers to the relative print positions of images that are printed at different times. For example, when you process preprinted forms, the registration is good if the text aligns correctly with the preprinted image. Text that extends beyond preprinted box edges and text that overlaps other preprinted text are examples of poor registration.

If, when printing on *preprinted* forms, the text of the first form on a page prints fine but that of subsequent

forms on the same page prints higher, your printer may require an adjustment to its *Vertical Registration*. If this is the case, use the **Vertical Registration** control to increase the vertical registration (1-75) and try printing again.

 **Notes**

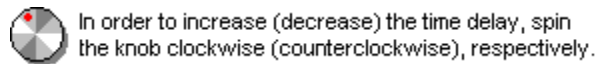
- Registration will vary from printer to printer. So, if you change printers, always set the **Vertical Registration** to zero to see if an adjustment is necessary.
- **Vertical Registration** is used only by the GDI Printer configuration.
- If the text of the first form on the page prints too high or too low, set the **Vertical Registration** to zero and try adjusting the **Laser, GDI Offsets** instead.

 **Start each batch as a new job**

When printing tax forms using the GDI configuration, Account Ability spools an entire print job to disk before actually printing it. Since each spooled page is approximately 300KB, the size of the spool file can grow rather large when there are many pages to print.

If disk space is limited, you may want to consider breaking the spool file into batches. Then, as Windows is processing one batch, Account Ability can be spooling the next. As each batch is completed, the spool file associated with that batch is automatically deleted thus freeing up the needed disk space on a first-in-first-out basis.

Use the **Batch Size** control to specify the number of pages (1-100) per batch. Account Ability will pause between batches for a specified number of seconds (**Time Delay**) in order to allow Windows ample time to process the batch. A **Time Delay Control**, shown below, is displayed during the printing process.



The minimum time delay is 10 seconds; the maximum is 60 seconds. During a timeout period, an animated printer, shown below, will be displayed.



 **Print Employee Control and/or Dept. on W-2 mail stub**

If checked, Account Ability prints the Employee's Control Number and/or Dept. (Payment Entity) on the mailing stub of pressure seal W-2 forms.

 **4-UP blank horizontal W-2 forms will be used**

If checked, Account Ability assumes blank 4-UP Horizontal W-2 forms ([PS1288](#), [L87B](#)). Otherwise, blank 4-UP Quadrant W-2 forms ([PS1289](#), [L4BL](#)) are assumed.

 **Notes**

- Non pressure seal item [L87B](#) requires envelope [DW387](#)
- Non pressure seal item [L4BL](#) requires envelope [DW45](#)

 **Automatic release of laser forms**

Indicates if Account Ability should release the last printed page of a PCL job. In general, you should leave this option selected. If you are using an older Hewlett Packard LaserJet Series II laser printer then remove this option (you will have to release the last page using the printer's form feed button).

 **Automatic download of IDMS laser fonts**

In order to draw tax forms on blank paper using the PCL configuration, a special set of laser fonts (*IDMS Laser Fonts*) must first be downloaded to your PCL printer. Once these fonts have been successfully downloaded, many, but not all, PCL printers eject a page with an arrowhead (➔) in the upper left hand corner. Since *IDMS Laser Fonts* generally remain resident in printer memory until the power has been turned off, it need not be necessary to download them with each session. This preference enables you to intervene by confirming each download.

 **Note**

- Although rare, some applications may erase the IDMS Laser Fonts from your PCL printer's memory. If this should happen, either use the selection **Prepare Laser** on the **Module** menu to queue the fonts for

downloading once again or exit and restart Account Ability.

Forms button

Click this button to visit the [Account Ability Forms Division](#) on the web. The Account Ability Forms Division carries a complete line of ACA (1094, 1095), 1098, 1099, 3921, 3922, 5498, W-2G, W-2, and W-2C Tax Forms, Companion Envelopes, Income Tax Presentation Folders, and Labor Law Posters.

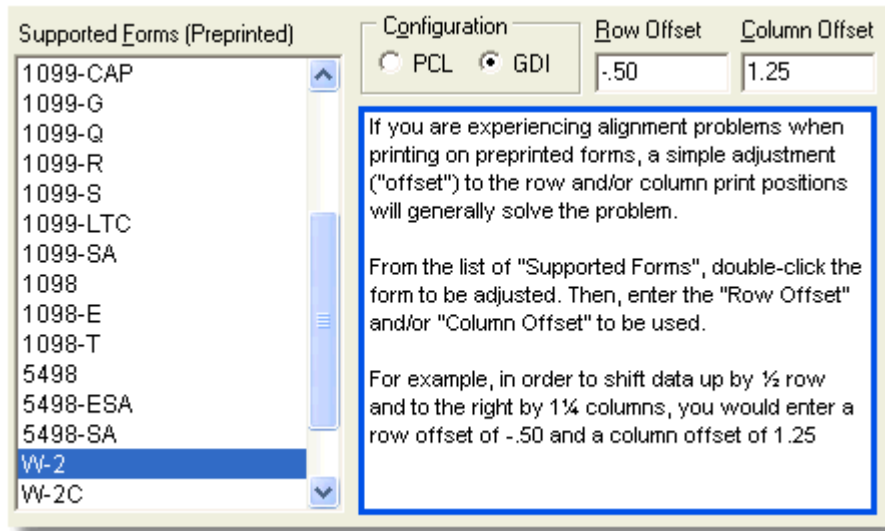
Note

- Regardless of the printer configuration you choose, have your system administrator check your printer's properties in order to ensure that (a) Print jobs are spooled so printing finishes faster, and (b) Printing begins after the last page has been spooled.

5.5 Laser, GDI Offsets

Preferences Menu ▶ Laser, GDI Offsets

If you use *preprinted* forms with Account Ability there is a chance you may experience printer alignment problems (i.e. Data prints too high, too low, too far to the right, or, too far to the left). Alignment problems, when they exist, can be corrected by specifying an *offset* to the row and/or column print positions. Use the **Laser, GDI Offsets** dialog to enter these offsets.



Laser, GDI Offsets

Supported Forms (Preprinted)

This is a list of all preprinted forms whose print positions can be adjusted using offsets.

Configuration

Indicates the configuration (PCL, GDI) to which the specified offsets apply.

Row Offset

Row offsets are entered in *row units*. Positive values result in a downward shift; Negative values result in an upward shift.

Column Offset

Column offsets are entered in *column units*. Positive values result in a shift to the right; Negative values result in a shift to the left.

Notes

- Row and column offsets only apply to preprinted forms.
- ACA Forms 1094 and 1095 use the **Nudge** window on the [GDI Print Options](#) ⁷².
- Row and column offsets only apply to the PCL and GDI configurations.
- Row and column offsets do not apply to the Dot Matrix configuration.

- Hardware specific alignment problems (i.e. paper jams, misfeeds, etc.) cannot be corrected using offsets.

5.6 US Postal Services

➔ Preferences Menu ➔ US Postal Services

US Postal Services are divided into four groups, **Intelligent Mail Barcode**, **First-Class Indicia**, **Ancillary Service Endorsement** and **Zip Code Lookup Preference**.

United States Postal Services

Intelligent Mail Barcode

The **Intelligent Mail barcode** (IMB) is a 65-bar Postal Service™ barcode used to sort and track letters and flats. It allows mailers to use a single barcode to participate in multiple Postal Service programs, expands their ability to track individual mailpieces, and provides greater mailstream visibility. In order to use the Intelligent Mail barcode, a Mailer Identifier, Service Type Identifier, and Barcode Identifier will be required.

Mailer Identifier (Mailer ID): The Mailer ID should be obtained from the local Business Mail Entry Unit (BMEU) or Mailpiece Design Analyst (MDA). Mail owners and mail preparers will be assigned a 6-digit or 9-digit Mailer Identifier based on criteria established by the US Postal Service. All 6-digit Mailer Identifiers will begin with '0' through '8'; all 9-digit Mailer Identifiers will begin with '9'.

Service Type Identifier (Service Type ID): The Service Type ID defines the mail class and any services requested. Although a First-Class Service ID of 700 is suggested, you should consult with your Mailpiece Design Analyst.

Barcode Identifier (Barcode ID): The Barcode ID defines the presort makeup in conjunction with an Optional Endorsement Line. The Barcode ID generally should be left as "00". For more information, consult with your Mailpiece Design Analyst.

Notes

- The **Service Type ID** and **Barcode ID** are disabled since Account Ability uses IMB Basic Option. The Basic Option still allows you to apply for discounted First-Class Mail by pre-sorting your mail by ZIP Code.

First-Class Indicia

If you plan to use Pressure Seal Forms and have a First-Class Mail indicia, Account Ability can be configured to print your indicia on the mail stub of all pressure seal forms. Simply enter your indicia line by line in the appropriate fields and check the **Print on Pressure Seal Forms** checkbox. If your indicia contains less than 5 lines of text, leave the remaining line(s) blank.


Ancillary Service Endorsement

Ancillary service endorsements (ASE) are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces.

The following ancillary service endorsements are supported:

ELECTRONIC SERVICE REQUESTED
ADDRESS SERVICE REQUESTED
RETURN SERVICE REQUESTED
CHANGE SERVICE REQUESTED
FORWARDING SERVICE REQUESTED

If specified, the ASE will print on the mail stub of all pressure seal forms. The exact placement of the ASE will be determined by Account Ability. Note that the "ELECTRONIC SERVICE REQUESTED" endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mailpieces bearing Intelligent Mail barcodes).

 Try printing one or two returns in order to review the appearance of your indicia.

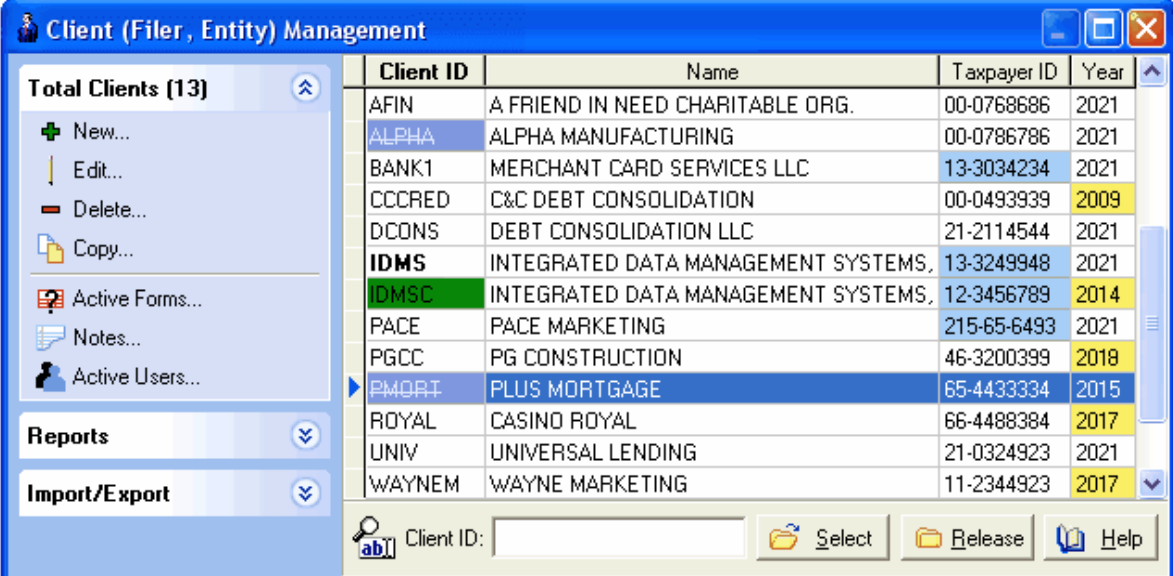
Zip Code Lookup Preference

If you need to lookup a recipient's Zip Code, simply double-click the form's Zip Code field. If you have an API Key from zip-codes.com, the recipient's complete address will be displayed. If you do not have an API Key, you will instead be directed to the USPS website. To receive an API Key, visit zip-codes.com, click **Account Login**, and select **Create a New Account**. Your API Key will be assigned immediately. Next, check the box *I have an API Key from zip-codes.com* and enter your API Key. It is that easy!

6 Client (Filer) Management

 [Module Menu](#)  [Client \(Filer, Entity\) Management](#)

The *Client (Filer, Entity) Management* module is accessed from the Module menu or the [Recipient Toolbar](#)^[12]. This module includes all of the tools required for [adding](#)^[40], [editing](#)^[40], [deleting](#)^[41], [copying](#)^[41], [rolling forward](#)^[44], [importing](#)^[45] and [exporting](#)^[45] client information.



| Client ID | Name | Taxpayer ID | Year |
|-----------|-------------------------------------|-------------|------|
| AFIN | A FRIEND IN NEED CHARITABLE ORG. | 00-0768686 | 2021 |
| ALPHA | ALPHA MANUFACTURING | 00-0786786 | 2021 |
| BANK1 | MERCHANT CARD SERVICES LLC | 13-3034234 | 2021 |
| CCCRE | C&C DEBT CONSOLIDATION | 00-0493939 | 2009 |
| DCONS | DEBT CONSOLIDATION LLC | 21-2114544 | 2021 |
| IDMS | INTEGRATED DATA MANAGEMENT SYSTEMS. | 13-3249948 | 2021 |
| IDMSC | INTEGRATED DATA MANAGEMENT SYSTEMS. | 12-3456789 | 2014 |
| PACE | PACE MARKETING | 215-65-6493 | 2021 |
| PGCC | PG CONSTRUCTION | 46-3200399 | 2018 |
| PMQRT | PLUS MORTGAGE | 65-4433334 | 2015 |
| ROYAL | CASINO ROYAL | 66-4488384 | 2017 |
| UNIV | UNIVERSAL LENDING | 21-0324923 | 2021 |
| WAYNEM | WAYNE MARKETING | 11-2344923 | 2017 |

Client (Filer) Management

What is a Client?

Depending upon the type of returns to be filed, an entity can be a *Payer* (1099-MISC, 1099-NEC, 1099-DIV, 1099-INT, 1099-OID, 1099-PATR, 1099-B, 1099-G, 1099-Q, 1099-R, 1099-LTC, W-2G), a *Lender* (1099-A,

1098, 1098-E), a *Creditor* (1099-C), a *Filer* (1099-K, 1099-S, 1098-F, 1098-T), an *Issuer* (1095-B, 1098-Q), a *Trustee* (5498, 5498-SA, 5498-ESA, 1099-SA), a *Corporation* (1099-CAP, 3922), a *Transferor* (3921), a *Donee* (1098-C), or, an *Employer* (1095-C, W2, W3, W2C, W3C). To avoid this ambiguity, Account Ability regards all entities as *clients* or *filers* and uses the terms *client*, *filer* and *entity* synonymously.

Clients are listed in the order specified by the highlighted column of the *client grid* (**Client ID** above). To change the ordering, click on a column heading or use the context menu. The current ordering is referred to as the *selected index*.

The *explorer bar* (*client menu bar*) displayed to the left of the client grid, is divided into three sections - Client Tasks, Reports, and Import/Export. Client tasks can also be accessed from the Client Management Context Menu. The number shown in parentheses in the Client Task Bar represents the number of clients currently recorded.

The *Incremental Search Panel*, displayed below the client grid, facilitates the task of locating clients by incrementally searching the selected index with each character entered. The *client indicator* ▶ points to the closest match. The **Select (Release)** buttons open (close) the selected client's database of Information Returns and Annual Wage Reports.

Related Topics

- Client Maintenance Tasks

Notes

- A Client ID displayed in green (e.g. CLIENTID) indicates a correction client.
- If notes exist, the Client ID appears in a **bold** font (e.g. IDMS in the illustration above).
- A Client ID displayed with a strike (e.g. CLIENTID) indicates an *inactive* client.
- To hide inactive clients, select **Active Clients Only** from the Client Management Context Menu.
- A Taxpayer ID displayed in light blue (e.g. 12-3456789) indicates a [Combined Federal/State \(CF/SF\)](#) filer.
- A reporting year displayed in yellow (e.g. 2009) indicates a prior year reporting client.

6.1 Client Master Record

6.1.1 General Page

Account Ability uses the information entered in the **Filer's Name**, **Address**, and **Identification** groups when printing Information Returns and Annual Wage Reports.

Client Master - General Page

Filer's Name Group

Name line 1 is required; Name line 2 is optional. If you need to specify a *Transfer (or Paying) Agent*, use name line 2 and check the **Transfer Agent** indicator.

Filer's Name Control

The *Filer's Name Control* can be obtained only from the mail label on the Package 1099 that is mailed to most payers each December. Package 1099 contains Form 7018-C, Order Blank for Forms, and the mail label on the package contains a four (4) character name control. If a Package 1099 has not been received, you can determine your name control using the following simple rules or you can leave the field blank. For a business, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. The only acceptable special characters are the dash (-) and the ampersand (&).

Filer's Address Group

Address line 1 must contain a *delivery address* (number, street, or Post Office Box). Address line 2 can contain an optional *location address* (room number, suite, or attention to). For domestic addresses, enter a City, State, Zip code, and optional Zip code extension.

Notes

- For foreign addresses, check the **Foreign Address** indicator and enter a City, Province or State, Postal Code, and Country code.
- For Canadian addresses, check the **Foreign Address** indicator and enter a Municipality, Province *code* (AB=Alberta, BC=British Columbia, MB=Manitoba, NB=New Brunswick, NL=Newfoundland and Labrador, NT=Northwest Territories, NS=Nova Scotia, NU=Nunavut, ON=Ontario, PE=Prince Edward Island, QC=Quebec, SK=Saskatchewan, YT=Yukon), Postal Code, and Country = CA (Canada).
- If the **Transfer Agent** indicator is checked, the address you enter should be that of the transfer (or paying) agent.

Identification Group

Indicate your client's taxpayer identification number (TIN), optional routing and transit number (RTN), and optional office code. Make sure that the TIN Type field contains the correct TIN qualifier (**EIN**=Employer Identification Number, **SSN**=Social Security Number, or **N/A**=Not Available).

Note

- Account Ability does not accept dashes when entering taxpayer identification numbers. Instead, a TIN Type qualifier (SSN, EIN, N/A) is used. TINs are, however, printed with dashes.

The following mutually exclusive indicators are specific to Form 1099-K:

- **PSE Indicator** - If checked, the filer is a *Payment Settlement Entity*
- **EPF Indicator** - If checked, the filer is an *Electronic Payment Facilitator*
- **TPP Indicator** - If checked, the filer is a *Third Party Payer*

For more information, see the IRS Instructions for Form 1099-K.

Indicators Group

Combined Fed/State Filer

Electronic filers participating in the *Combined Federal/State Filing Program* (CF/SF) should check this indicator. If checked, Account Ability automatically includes CF/SF reporting information for recipients residing in participating states. IRS/IRB forwards this information to participating states free of charge for approved filers, thus eliminating the need for separate state reporting.

Notes

- The following information returns may be filed under this program: 1099-DIV, 1099-G, 1099-INT, 1099-K, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, 5498.
- For detailed information on the *Combined Federal/State Filing Program*, refer to IRS Publication 1220 or contact IRS/IRB customer service at **1-866-455-7438**, Monday through Friday, 8:30AM to 4:30PM EST.
- You will also find information regarding CF/SF on our [FAQ](#) web page.

Corrected Returns Only

- Indicates a Correction Client, one that is used strictly for the purpose of correcting Information Returns.

Final Return

Indicates that this is the last year for filing Information Returns.

Terminating Business

Indicates that this filer has terminated business during the 2021 calendar year.

Filer Is Not Active

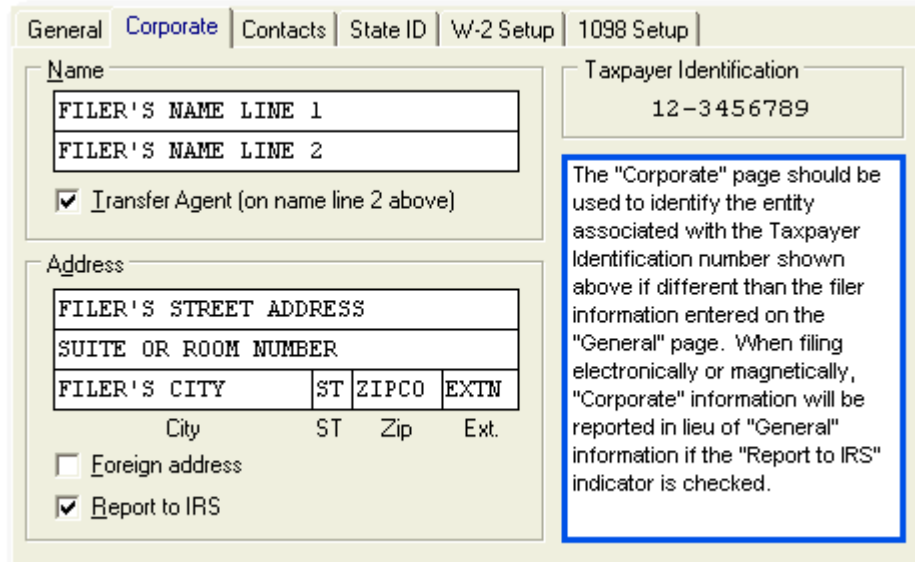
Indicates that this filer will not be active for the 2021 reporting year, but may be active in the future.

Note

- This indicator is disabled if the client is active on your station.

6.1.2 Corporate Page

Filers operating under different names, possibly in different locations, using the same taxpayer identification number (TIN), should use the **Corporate** page to identify the entity associated with the TIN.



General Corporate Contacts State ID W-2 Setup 1098 Setup

Name

FILER'S NAME LINE 1

FILER'S NAME LINE 2

Transfer Agent (on name line 2 above)

Taxpayer Identification

12-3456789

Address

FILER'S STREET ADDRESS

SUITE OR ROOM NUMBER

| FILER'S CITY | ST | ZIPCO | EXTN |
|--------------|----|-------|------|
| City | ST | Zip | Ext. |

Foreign address

Report to IRS

The "Corporate" page should be used to identify the entity associated with the Taxpayer Identification number shown above if different than the filer information entered on the "General" page. When filing electronically or magnetically, "Corporate" information will be reported in lieu of "General" information if the "Report to IRS" indicator is checked.

Client Master - Corporate Page

Name Group

Specify the name of the entity associated with the TIN. Name line 1 is required; Name line 2 is optional. If you need to specify a *Transfer (or Paying) Agent*, use name line 2 and check the **Transfer Agent** indicator.

Note

- If the **Transfer Agent** indicator is checked, the address you enter should be that of the transfer (or paying) agent.

Address Group

Specify the address of the entity associated with the TIN. Address line 1 must contain a *delivery address* (number, street, or Post Office Box). Address line 2 can contain an optional *location address* (room number, suite, or attention to). For domestic addresses, enter a City, State, Zip code, and optional Zip code extension.

Notes

- For foreign addresses, check the **Foreign Address** indicator and enter a City, Province or State, Postal Code, and Country code.
- If the **Report to IRS** indicator is checked, the information entered on this page is reported in lieu of the information entered on the [General](#) ³² page when filing electronically.

6.1.3 Contacts Page

Account Ability uses information entered on the **Contacts** page when processing information returns, annual wage reports, ACA forms and transmittals 1096, W-3, and 1094.

The screenshot shows the 'Client Master - Contacts Page' with the following sections and fields:

- General** | Corporate | **Contacts** | State ID | W-2 Setup | 1098 Setup
- Information Returns (1095, 1098, 1099, 3921, 3922, 5498, W-2G)**
 - Contact: INFO RETURNS CONTACT Telephone: 631-249-7744
 - Print contact after telephone Always print telephone number
- W-3 Contact Information**
 - Contact: W-2/W-3 CONTACT Telephone: 631-249-7748
- ACA Contact (First, MI, Last, Suffix) // Form 1094 Telephone**
 - Contact: FIRST NAME M LAST NAME SFX // 800-582-5831
- Payment Settlement Entity Information (1099-K)**
 - Phone: 888-436-7462 Name: ELAVON BANK OF AMERICA
- E-Mail & Fax Information (1096, W-3)**
 - E-Mail: Sales@IDMSInc.com Fax: 631-249-4425

Client Master - Contacts Page

Information Returns Group

Contact

Enter the name of the contact responsible for information returns 1098, 1099, 3921, 3922, 5498 and W-2G.

Phone

Enter the telephone number to print on information returns 1095, 1098, 1099, 3921, 3922, 5498 and W-2G.

Notes

- Filers of Form 1098-T must use the telephone number for the information contact at the institution, not the institution's general telephone number.
- Filers of Form 1099-C should ensure that the Creditor's telephone number is a central number for all canceled debts at which a person may be reached who will insure the debtor is connected with the correct department.

Print contact after telephone

The telephone number prints on information returns. The contact name, however, prints only on Form 1096. When this option is selected () the telephone and contact name will be printed as XXX-XXX-XXXX/CONTACT (e.g. 631-249-7744/John Smith).

Always print telephone number

If checked, the filer's telephone number prints on all Information Returns. Otherwise, pursuant to IRS instructions, it will only print on forms W-2G, 1095-B, 1095-C, 1098, 1098-C, 1098-E, 1098-F, 1098-Q, 1098-T, 1099-A, 1099-B, 1099-C, 1099-CAP, 1099-DIV, 1099-G, 1099-INT, 1099-K, 1099-LTC, 1099-MISC, 1099-NEC, 1099-OID, 1099-PATR, 1099-Q, 1099-R, 1099-S, and 1099-SA.


W-3 Contact Information Group

Contact

Enter the name of the contact responsible for annual wage reports W-2, W-2C, W-3, W-3C.

Phone

Enter the telephone number for the contact.

 The **Copy** button can be used to copy the Information Returns contact information.

 **ACA Contact Group (Applies to Forms 1094-B, 1094-C)**

The ACA contact (First name, Middle initial, Last name, Suffix) and telephone applies to ACA forms 1094-B and 1094-C.

 **Payment Settlement Entity Information Group**

If the filer is an *Electronic Payment Facilitator (EPF)* or *Third Party Payer (TPP)* of merchant card and third party network payments, enter a default *Payment Settlement Entity (PSE)* name and telephone number. The default PSE is automatically assigned to each payee's account, unless overridden.

 **Phone**

Enter the PSE's telephone number, if different from the filer's phone. Otherwise, leave this field blank.

 **Name**

Enter the PSE's name, if different from the filer's name. Otherwise, leave this field blank.

 **Notes**

- Payment Settlement Entity information is specific to filer's of Form 1099-K.
- For more information, see IRS Instructions for Form 1099-K.

 **E-Mail & Fax Information Group**

 **E-Mail**

Enter the email address to be printed on transmittals 1096 and W-3.

 **Fax**

Enter the fax number to be printed on transmittals 1096 and W-3.

6.1.4 State ID Page

Account Ability uses the state identification numbers entered on this page when preparing state specific Information Returns and Annual Wage Reports.

| Tax | ST | Name | State ID |
|-------------------------------------|----|-------------|--------------|
| <input type="checkbox"/> | AZ | Arizona | AZ STATE ID |
| <input type="checkbox"/> | CA | California | CA STATE ID |
| <input type="checkbox"/> | CO | Colorado | CO STATE ID |
| <input type="checkbox"/> | CT | Connecticut | CT STATE ID |
| <input checked="" type="checkbox"/> | GA | Georgia | GA STATE ID |
| <input checked="" type="checkbox"/> | IA | Iowa | 356002855013 |
| <input type="checkbox"/> | IN | Indiana | IN STATE ID |
| <input type="checkbox"/> | KS | Kansas | KS STATE ID |
| <input type="checkbox"/> | LA | Louisiana | LA STATE ID |
| <input type="checkbox"/> | MD | Maryland | MD STATE ID |
| <input checked="" type="checkbox"/> | ME | Maine | ME STATE ID |
| <input type="checkbox"/> | MO | Missouri | MO STATE ID |

Client Master - State ID Page

 **Add a New State ID**

- Select a state from the **State** drop down list.
- Enter the filer's state id in the **State ID Number** box.
- Check the **Tax** box if wages are taxable in the selected state.
- Click the **Save** button.
- Repeat the above steps for each applicable state.

Notes

- **Iowa Employers** - Enter your 8 digit Iowa Business eFile Number (BEN), if applicable.
- **New Jersey Family Leave Insurance** - Use State = 99.
- If a [master password](#) ⁴³ has been set, you will be prompted to enter it.

Edit a State ID

- Double-click the state to be edited in the **State Identification Numbers** grid.
- Enter changes to the state id number in the **State ID Number** box.
- Check the **Tax** box if wages are taxable in the selected state.
- Click the **Save** button.

Note

- **Iowa Employers** - To edit your 8 digit BEN, double-click the state of IA.

Delete a State ID

- Click once on the state to be deleted in the **State Identification Numbers** grid.
- Click the **Delete** button.

6.1.5 W-2 Setup Page

Filers planning to prepare Annual Wage Reports should ensure the accuracy of the information entered on the **W-2 Setup** page.

| General | Corporate | Contacts | State ID | W-2 Setup | 1098 Setup |
|---|-----------|---|----------|--|------------|
| Kind of Payer <input type="radio"/> Agriculture (943) <input type="radio"/> Railroad (CT-1) <input type="radio"/> Household <input checked="" type="radio"/> Regular (941) <input type="radio"/> Military <input type="radio"/> Regular (944) <input type="radio"/> MQGE | | Agent Information <input type="radio"/> 2678 Agent <input type="radio"/> Common Paymaster <input type="radio"/> 3504 Agent <input checked="" type="radio"/> Does not apply | | Agent For EIN <input type="text"/> Agent's EIN <input type="text"/> | |
| Kind of Employer <input type="radio"/> Federal govt. <input type="radio"/> 501c non-govt. <input type="radio"/> State/Local <input checked="" type="radio"/> None apply <input type="radio"/> State/Local (501c) | | Third-Party Sick Pay Information <input type="checkbox"/> Filer is a third-party sick pay payer Income tax withheld <input type="text" value="\$0.00"/> | | | |
| Tax Jurisdiction <input type="radio"/> Virgin Islands <input type="radio"/> N. Mariana Islands <input type="radio"/> Guam <input type="radio"/> Puerto Rico <input type="radio"/> American Samoa <input checked="" type="radio"/> Other | | Additional Employer Information <input checked="" type="checkbox"/> Compute FICA <input type="checkbox"/> Assign employee "Control" numbers <input checked="" type="checkbox"/> Suppress printing employee's full name Est # <input type="text"/> Other EIN <input type="text"/> | | | |

Client Master - W-2 Setup Page

Kind of Payer

Indicates the kind of payer to report on form W-3 and when reporting electronically.

Special Instructions for Military Employers

These instructions only apply to reporting earnings of the uniformed personnel of the armed forces. They do not apply to contractors of the US Defense Department or civilian workers of the Department of Defense.

- Report Reserve forces Active Duty Training (ACDUTA and AD mobilization) as **Military Wages**.
- Report Reserve training that is not Active Duty Training (UTAs) as **Regular Wages**. Include **WWWW** in the filer's establishment number field (**EST #**).

Kind of Employer

- **Federal govt.** - Check this box if you are a Federal government entity or instrumentality.
- **State/Local** - Check this box if you are a state or local government or instrumentality. This includes cities, townships, counties, special-purpose districts or other publicly-owned entities with governmental authority.
- **State/Local (501c)** - Check this box if you are state or local government or instrumentality where the employer is also a tax-exempt organization under section 501(c)(3).
- **501c non-govt.** - Check this box if you are a non-governmental tax-exempt section 501c organization. This includes private foundations, public charities, social and recreation clubs and veterans organizations.
- **None apply** - Check this box if none of the above apply.

Tax Jurisdiction

If applicable, indicate the appropriate tax jurisdiction. This information is reported to SSA when filing Annual Wage Reports or electronically.

Agent Information Group

- **Form 2678 Procedure Agent:** (1) An employer that wants to use an agent prepares a Form 2678, *Employer Appointment of Agent*, and submits the form to an agent. (2) The agent submits to IRS the Form(s) 2678 received from the employer along with a written request for authority to act as an agent for the employer. (3) IRS gives a written approval. Be sure to enter the Employer's EIN for which you are an Agent in the **Agent for EIN** field.
- **Common Pay Master:** A corporation that pays an employee who works for two or more related corporations at the same time.
- **3504 Agent:** A state or local government agency authorized to serve as a section 3504 agent for disabled individuals and other welfare recipients who employ home-care service providers to assist them in their homes.

Note

- Agents and Common Pay Masters must enter their Agent EIN in the **Agent EIN** field.

Third-Party Sick Pay Information Group

- **Filer is a third-party sick pay payer** - If this filer is a payer of third-party sick pay, check this box.
- **Income tax withheld** - Complete this box only if you are the employer and have employees who had income tax withheld on third-party payments of sick pay. Show the total income tax withheld by third-party payers on payments to all your employees.

Additional Employer Information

- **Compute FICA** - Check this box to enable the **Compute FICA** feature, which can compute Social Security Wages, Social Security Tax, Medicare Wages, and Medicare Tax based upon the Gross Wages, Social Security Tips, and Deferred Compensation you enter on each employee's Form W-2.
- **Assign employee "Control" numbers** - Check this box to enable automatic assignment of employee **Control** numbers on Form W-2 (see the **Tools** menu of Form W-2).
- **Suppress printing employee full name** - Box e of form W-2 contains specific fields for an employee's *first name, middle initial, last name and suffix*. Since these fields have fixed widths, the results may appear unappealing when placed in a double-window envelope. If desired, a more pleasant format can be printed directly above the employee's address in box f. If this box is checked, the employee's full name is not printed in box f of form W-2. Otherwise, the full name is printed above the street address.
- **Filer's establishment number (Est #)** - Use this box to identify different establishments for this employer. If desired, a separate form W-3 may be filed, with Forms W-2, for each establishment even if they all have the same EIN.
- **Other EIN used this year** - For tax year 2021, if you submitted tax payments to the IRS under forms 941, 943, 944, CT-1 or Schedule H or W-2 data to SSA, and you used a different (Other) EIN, enter the Other EIN used (Enter as 9 digits without dashes).

6.1.6 1098 Setup Page

Under the provisions of Section 216 of the Internal Revenue Code, a stockholder of a cooperative apartment is entitled to deduct from gross income a proportionate share of mortgage interest and real estate taxes paid or incurred by the cooperative housing corporation. In addition to computing each stockholder's share of mortgage interest and real estate taxes, Account Ability also computes each stockholder's share of the amortization, outstanding mortgage principal as of Jan 1, and capital reserve fund shown on the **1098 Setup Page**.

| 1098 Cooperative Information | |
|------------------------------|----------------|
| Total shares: | 12500 |
| Origination Date: | 09/24/2014 ... |
| Acquisition Date: | 03/20/2021 ... |
| Mortgage principal: | \$2,766,540.00 |
| Amortization: | \$5,555,875.00 |
| Mortgage interest: | \$875,000.00 |
| Real estate taxes: | \$500,000.00 |
| Capital reserve: | \$850,000.00 |

Property securing mortgage indicator

Cooperative housing corporations should complete the '1098 Cooperative Information' table shown on the left. This information can be used to apportion each stockholder's share of the outstanding mortgage principal, amortization, mortgage interest, real estate taxes, and optional capital reserve fund for the current reporting year.

For instructions, click the "Help" button.

See 'Apportion' on the 'File' menu of Form 1098.

1098 Print Options

Suppress printing apartment number

Print apartment ownership information

Client Master - 1098 Setup Page

1098 Cooperative Housing Information Group

Enter the *Total Shares*, *Mortgage Origination Date*, *Mortgage Acquisition Date (if applicable)*, *Mortgage Principal as of January 1, 2021**, *Total Amortization*, *Total Mortgage Interest*, *Total Real Estate Taxes*, and *Total Capital Reserve Fund* for reporting year 2021. Account Ability can, at your option, use this information to apportion each payer's share of each respective amount.

* Enter the outstanding principal on the mortgage as of 01/01/2021. If the mortgage originated in 2021, enter the mortgage principal as of the origination date. If the mortgage was acquired in 2021, enter the outstanding mortgage principal as of the acquisition date.

Property Securing Mortgage Indicator

Check this box if the address of the property securing the mortgage is the same as the payer's/borrower's mailing address. You will have the option to assign this value to each payer's 1098 during the apportionment procedure.

Notes

- If specified, the *Mortgage Origination Date* will be written to each payer's 1098.
- See the **Apportion** selection on the **File** menu of Form 1098.

1098 Print Options Group

Suppress printing apartment number

If checked, the **Apartment** number field on Form 1098 is not printed. Otherwise, the **Apartment** number is included on the payer's second address line.

Print apartment ownership information

If checked, ownership information for each cooperative apartment is printed in the *Other* box of Form 1098 in the format APT# MMDDYY-MMDDYY XXXXXXXX, where XXXXXXXX = Shares (e.g. 112A 010116-123116 4533.4).

6.2 Client Maintenance

6.2.1 Adding Clients

➔ Client Tasks ➔ New

To add a new client,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **New** from the Client Task Bar.

The **New Filer** dialog will be displayed.

Enter the Client ID: This is a unique alphanumeric identifier you assign to each client.

Enter the Reporting Year: This is the reporting year to be used when filing electronically. Prior year returns are displayed with a yellow background; current year returns with a white, as illustrated below.



Notes

- You must use the 2021 version of Account Ability to report prior year returns electronically.
- Prior year returns cannot be printed from the 2021 version of Account Ability (i.e. 2020 returns can only be printed from the 2020 version of Account Ability, 2019 can only be printed from the 2019 version, and so on).
- Shortcut Key = **Ins**

Complete each of the following pages of the *Client Master Record*,

- [General](#) ³²
- [Corporate](#) ³⁴
- [Contacts](#) ³⁵
- [State ID](#) ³⁶
- [W-2 Setup](#) ³⁷
- [1098 Setup](#) ³⁹

Click **OK** to record the client.

6.2.2 Editing Clients

➔ Client Tasks ➔ Edit

To edit an existing client,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client to be edited.
- Select **Edit** from the Client Task Bar or context menu.

The **Edit Filer** dialog will be displayed and ready for editing.

Click **OK** to save your changes.

Notes

- If a master password ⁴³ has been set, you will be prompted to enter it.
- Since the **Client ID** is a primary key, you cannot change its value from the **Edit Filer** dialog.

- There is a procedure posted on the [Tips Knowledge Base](#) that explains how to change a **Client ID**, if necessary.
- When using the context menu, you must right-click directly on the client to be edited.
- Shortcut Key = **CTRL+E**

6.2.3 Deleting Clients



Client Tasks Delete

To delete an existing client,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client to be deleted.
- Select **Delete** from the Client Task Bar or context menu.

If the client is not active on any workstation, including yours, and if a [master password](#)^[43] has not been set, Account Ability will prompt you to confirm the deletion.

Notes

- If the client is active, a list of active users will be displayed. Have each user release the client by clicking the **Release** button, then, try deleting again.
- If a [master password](#)^[43] has been set, you will be prompted to enter it.
- When a [master password](#)^[43] has been set, the delete icon  is displayed as  on the Client Task Bar.
- When using the context menu, you must right-click directly on the client to be deleted.
- Shortcut Key = **CTRL+DEL**

Warnings

- When you delete a client, all Information Returns and Annual Wage Reports specific to that client are also deleted.
- The process of deleting a client is irreversible.

Related Topics

- [Setting a "Master" Password](#)^[43]

6.2.4 Copying Clients

Client Tasks Copy

There are occasions when you will want to copy a client's master record.

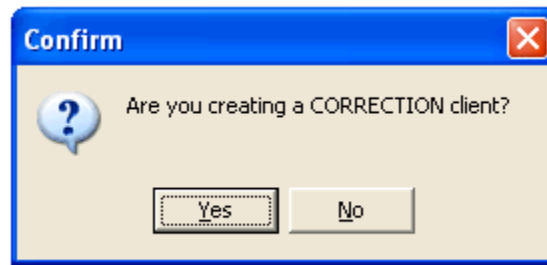
- If you want to correct a client's Information Returns
- If you want to change a Client ID
- If you want to roll-up a client's file of existing returns

just to name a few.

To copy an existing client,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the *source* client to be copied.
- Select **Copy** from the Client Task Bar or context menu.

Account Ability will first ask if you are creating a correction client,



A *correction client* is one that is used strictly for the purpose of correcting Information Returns. The **Copy Filer** dialog will then be displayed. All of the source client's information, with the exception of the Client ID, is copied. Correction clients will have the **Corrected Returns Only** indicator checked.

- **Enter the Client ID:** It is suggested, but not mandatory, that you enter a Client ID closely resembling that of the source client.
- Click **OK** to save your changes.

Notes

- When using the context menu, you must right-click directly on the source client.
- Only the source client's master is copied. Information Returns and Annual Wage Reports are not copied.
- All of the source client's passwords are copied, including the [master password](#)^[43].
- Shortcut Key = **CTRL+C**

Related Topics

- [Correcting Information Returns](#)^[103]
- [Clearing Form Specific Passwords](#)^[68]

6.2.5 Active Forms List

Client Tasks Active Forms

A client's **Active Forms List** displays the number of returns processed for the 2020 and 2021 reporting years.

To display a client's **Active Forms List**,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client whose **Active Forms List** you want to display.
- Select **Active Forms** from the Client Task Bar or context menu.

Notes

- When using the context menu, you must right-click directly on the client whose **Active Forms List** you want to display.
- You can open a tax form from the **Active Forms List** provided the client is currently selected on your station.
- If you double-click on a client, the **Active Forms List** is available from the menu of available forms.
- Shortcut key = **CTRL+A**

6.2.6 Client Notes

Client Tasks Notes

In addition to the global notes record, Account Ability maintains a distinct note record for each of your clients. The client note record can be a rather useful tool for keeping track of client specific tasks to be done either by you or others on your network.


To access a client's note record,

- Select **Client (Filer, Entity) Management** from the Module menu.

- Locate the client whose notes you want to access.
- Select **Notes** from the Client Task Bar or context menu.

The client's note dialog will be displayed.

Notes

- When using the context menu, you must right-click directly on the client whose notes you want to access.
- To access a client's note record while adding or editing client information, click the note icon () displayed under the **Help** button of the **New Filer** or **Edit Filer** dialog.
- When notes exist, **See Notes** will be displayed instead of **Notes** on the Client Task Bar.
- Shortcut Key = **CTRL+N**

6.2.7 Active Users

Client Tasks Active Users

To display a list of users actively working on a specific client,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client of interest.
- Select **Active Users** from the Client Task Bar or context menu.

All users actively working on the client will be displayed in a comma-separated list.

Notes

- When using the context menu, you must right-click directly on the client of interest.
- A **No Activity!** message is displayed if no users are actively working on the client.
- If you feel there is a discrepancy and need to verify the list of users, select **Logged Users** from the Module menu. This will display a list of *all* users actively working in Account Ability. The **Verify** button, displayed at the bottom of this list, can then be used to verify each user's session.


6.2.8 "Master" Password

A client's *master password* protects against



- Unauthorized deletion of client records,
- Unauthorized editing of client records,
- Unauthorized unlocking of a client's forms, and
- Unauthorized removal of form specific passwords.

To set (or modify) a client's master password,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client whose master password you want to set (or modify).
- Select **Edit** from the Client Task Bar or context menu.

When the **Edit Filer** dialog appears, click the security icon  located under the **Help** button. If a master password already exists, you will first be prompted to enter it.

Notes

- When using the context menu, you must right-click directly on the client whose master password you want to set (or modify).
- Passwords are case sensitive.
- When a master password has been set, the delete icon  is displayed as  on the Client Task Bar.

Related Topics

- [Setting Form Specific Passwords](#) 
- [Clearing Form Specific Passwords](#) 
- [Locking/Unlocking Forms](#) 

6.3 Importing & Exporting Clients

6.3.1 Rolling Forward Clients

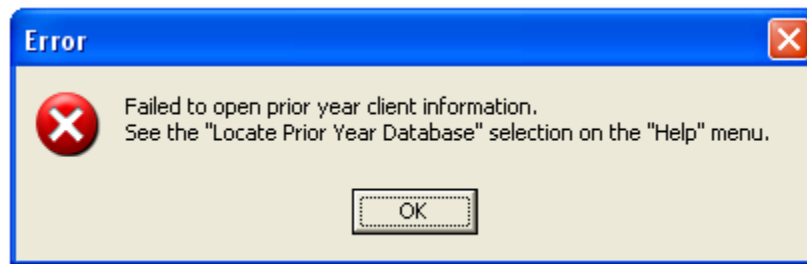
➔ Client Import/Export ➔ Roll Forward

The **Client (Filer, Entity) Management** module maintains your clients in distinct annual databases that can be rolled forward from year-to-year without any loss of prior year integrity. If you used Account Ability in 2020, you will probably want to roll forward the 2020 client register.

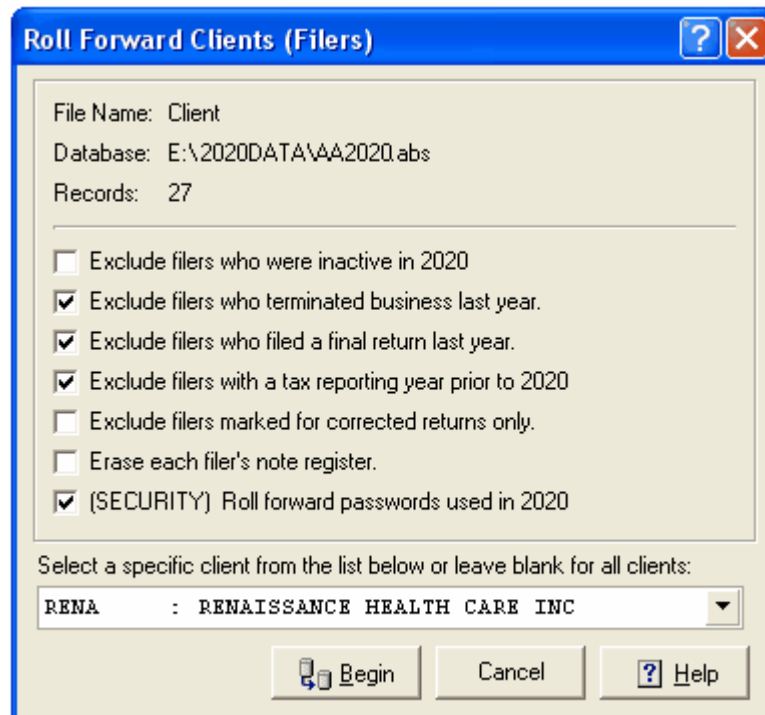
To roll forward the client register,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Roll Forward** from the Client Import/Export Bar.

If the prior year database, AA2020.abs, is not found, the exception



is raised. Otherwise, the **Roll Forward Client Register** dialog is displayed,



Roll Forward Client Register Dialog

Exclude filers who were inactive in 2020

If checked, clients who were marked inactive during the 2020 reporting year are not rolled forward.

 **Exclude filers who terminated business last year**


If checked, clients who terminated business during the 2020 reporting year are not rolled forward.

 **Exclude filers who filed a final return last year**

If checked, clients who filed final returns during the 2020 reporting year are not rolled forward.

 **Exclude filers with a tax reporting year prior to 2020**

If checked, clients with a reporting year prior to 2020 are not rolled forward.

 **Exclude filers marked for corrected returns only**

If checked, correction clients are not rolled forward.

 **Erase each filer's note register**

If checked, each client's 2021 [Note Register](#)^[42] is erased.

 **(SECURITY) Roll forward passwords used in 2020**

If checked, all passwords used in 2020 are rolled forward to 2021.

 **Select a specific client from the list below or leave blank for all clients**

This option contains a list of all Clients used in 2020 that can be rolled forward. You can select a *single* client from this list or leave it blank to select *all* clients. In the illustration above, only Client **RENA** would be rolled forward.

 **Notes**

- An alternative way to locate prior year data is to exit the 2021 version of Account Ability, run the 2020 version, then restart the 2021 version.
- Only the client register is rolled forward. You will have the option to roll forward a client's Information Returns and Annual Wage Reports as you work on them. This is discussed in the topic [Working with Tax Forms](#)^[63].
- If you receive the error **Failed to Roll Client ID XXXX: Key Violation**, this is an indication that a client already exists with Client ID XXXX.

6.3.2 Importing Text Files

 **Client Import/Export**  **Import Text File**

Account Ability can import Client information from a comma delimited ASCII Text File that conforms to a pre-defined record layout (Schema).

To import a text file,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Import Text File** from the Client Import/Export Bar.
- Locate the text file to be imported and click **Open**.

If your text file conforms with the [client schema](#)^[109], a record count and confirmation dialog will be displayed prior to importing. If your text file does not conform with this schema, the **Import Mapping Utility** on the Module menu will facilitate creating a text file that does.

 **Notes**

- If you receive the error **Failed to Import Client ID XXXX: Key Violation**, this is an indication that a client already exists with Client ID XXXX.
- The selection **Sample ASCII Import Files** on the **Help** menu contains a list of text files compatible with Account Ability. The file **Clients.txt** contains sample client data conforming with the schema.
- For instructions on importing Information Returns and Annual Wage Reports, see [Importing & Exporting](#)^[57] in the section on **Working with Tax Forms**.

6.3.3 Exporting the Client Register

 **Client Import/Export**  **Export**

The **Export Options** dialog exports client records to comma delimited text files compatible with Microsoft

Excel® and most mail merge applications. Only the fields you select are exported, in the order you specify.

To access the **Export Options** dialog,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Export** from the Client Import/Export Bar.

The **Export Options** dialog will be displayed,



Export Options Dialog

The **Available Fields List** contains all fields that can be exported; The **Selected Fields List** contains all fields that will be exported. Fields can be moved between lists either by double-clicking or by using the *selection* icons,

- ↳ Moves the selected field to available.
- ↳↳ Moves all selected fields to available.
- ↳ Moves the available field to selected.
- ↳↳ Moves all available fields to selected.

Selected fields can be ordered using the *arrow* icons,

- ↑ Moves the selected field up one spot.
- ↓ Moves the selected field down one spot.

After selecting and ordering the fields to be exported, click the **Begin** button. You will be prompted to select a file name to contain the export.

Notes

- If the **Include descriptive header record** indicator is checked, the first record of the resultant export file will be a comma separated list of the selected field names.
- By default, the export file is saved in a sub-folder of Account Ability named **EXPORT**.
- Shortcut Key = **CTRL+X**

6.4 Client Reports

6.4.1 Activity Report

↳ Client Reports ↳ Activity Report

The **Activity Report** lists each of your clients together with the total returns processed for the 2020 and 2021 reporting years. This is an extremely useful report for those users supporting many clients.

To preview the **Activity Report** with the option to print,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Activity Report** from the Client Reports Bar.

The **Activity Report** can be sorted by **Client ID**, **Name**, or **Taxpayer ID**. In order to specify a sort order, click the desired column on the client title bar (shown below) or select the ordering from the context menu.

| Client ID | Name | Taxpayer ID |
|-----------|------|-------------|
|-----------|------|-------------|

Notes

- Depending upon the number of clients recorded, the **Activity Report** may take a couple of minutes to prepare. If you must interrupt the report *while it is being prepared*, select **Activity Report** from the Client Reports Bar again.
- As you exit the **Activity Report** you will have option to save the results to a comma separated text file.

6.4.2 Client Master List

[Client Reports](#) ▶ [Client Master](#)

The **Client Master List** contains all recorded clients and their demographics.

To preview the **Client Master List** with the option to print,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Client Master** from the Client Reports Bar.

The **Client Master List** can be sorted by **Client ID**, **Name**, or **Taxpayer ID**. In order to specify a sort order, click the desired column on the client title bar (shown below) or select the ordering from the context menu.

| Client ID | Name | Taxpayer ID |
|-----------|------|-------------|
|-----------|------|-------------|

Note

- The **Client ID** for *inactive* clients is printed in an italicized strikeout font (e.g. ~~CLIENTID~~)

6.4.3 Recipient Master List

[Client Reports](#) ▶ [Recipient Master](#)

The **Recipient Master List** contains all recorded recipients of information returns.

To preview the **Recipient Master List** with the option to print,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Recipient Master** from the Client Reports Bar.

This will display the **Report Options**. There are 3 different report layouts (Simple, Standard, Complete), 3 different sorting options (Recipient Name, Taxpayer ID, Zip Code) and the option to truncate recipient TINs.

Reporting Options

Report Layout

- Simple - TIN, Name, Email
- Standard - TIN, Name Line 1, Address Line 1, City, State, Zip, Email
- Complete - TIN, All Name Lines, All Address Lines, City, State, Zip, Email

Order By

- Name
- Taxpayer ID
- Zip Code

Truncate TINs

OK Cancel

Report Options**Note**

- The Simple Report Layout cannot be ordered by Zip Code.

6.4.4 Employee Master List

Client Reports → **Employee Master**

The **Employee Master List** contains all recorded recipients of form W-2.

To preview the **Employee Master List** with the option to print,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Employee Master** from the Client Reports Bar.

This will display the **Report Options**. There are 3 different report layouts (Simple, Standard, Complete), 3 different sorting options (Recipient Name, Taxpayer ID, Zip Code) and the option to truncate recipient TINs.

Reporting Options

Report Layout

- Simple - TIN, Name, Email
- Standard - TIN, Name Line 1, Address Line 1, City, State, Zip, Email
- Complete - TIN, All Name Lines, All Address Lines, City, State, Zip, Email

Order By

- Name
- Taxpayer ID
- Zip Code

Truncate TINs

OK Cancel

Report Options**Note**

- The Employee Master cannot be ordered by Zip Code.

6.4.5 Extension of Time to File

↳ Client Reports ▶ Extension of Time to File

Account Ability can create a single electronic transmittal requesting additional time to file any, or all, of the following forms

- 1097, 1098, 1099, 3921, 3922, W-2G
- 5498
- 1042-S
- 8027
- 5498-SA
- 5498-ESA
- 1095-B
- 1094/1095-C

Notes

- There are no automatic extension requests for Forms W-2 or 1099-NEC. Form W-2 and Form 1099-NEC can only request a non-automatic extension of time and must be filed on paper [Form 8809](#).
- An application for extension of time to file information returns covered by [Form 8809](#) must be filed by the due date of the return for which the extension is being requested. Otherwise, the request will be denied.
- Don't forget to sign and date your completed [Form 8809](#).

Send your completed paper [Form 8809](#) to

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0209

In order to create an **Extension of Time to File** transmittal,

- Select **Client (Filer, Entity) Management** from the Module menu.
- Select **Extension of Time to File** from the Client Reports Bar.

Extension of Time to File

Type of Returns

- 1099-NEC, W-2 (File Paper Form 8809)
- 1097/1098/1099/3921/3922/W-2G
- 5498
- 1042-S
- 8027
- 5498-SA
- 5498-ESA
- 1095-B
- 1094/1095-C

Transmitter Information

Transmitter Control Code (TCC): 55X34
 Integrated Data Management Systems
 555 Broadhollow Road, Suite 273
 Melville NY 11747

Total clients selected = 7

Extension file record count = 28

| Client ID | Name | Taxpayer ID |
|--|--|-------------|
| <input checked="" type="checkbox"/> AFIN | A FRIEND IN NEED CHARITABLE ORG. | 000768686 |
| <input checked="" type="checkbox"/> ALPHA | ALPHA MANUFACTURING | 000786786 |
| <input type="checkbox"/> BANK1 | MERCHANT CARD SERVICES LLC | 133034234 |
| <input checked="" type="checkbox"/> DCONS | DEBT CONSOLIDATION LLC | 212114544 |
| <input checked="" type="checkbox"/> IDMS | INTEGRATED DATA MANAGEMENT SYSTEMS, INC. | 133249948 |
| <input checked="" type="checkbox"/> PACE | PACE MARKETING | 215656493 |
| <input type="checkbox"/> PGCC | PG CONSTRUCTION | 463200399 |
| <input type="checkbox"/> PMORT | PLUS MORTGAGE | 654433334 |
| <input type="checkbox"/> ROYAL | CASINO ROYAL | 664488384 |
| <input checked="" type="checkbox"/> UNIV | UNIVERSAL LENDING | 210324923 |
| <input checked="" type="checkbox"/> WAYNEM | WAYNE MARKETING | 112344923 |

Client ID: PA

OK Cancel Help

Extension of Time to File Dialog

Type of Returns

Check each type of return for which you will be requesting an extension of time to file. A single transmittal can contain any combination of returns.

Notes

- Extension of time to file Form 1099-NEC must be submitted using paper [Form 8809](#).
- Extension of time to file Form W-2 must be submitted using paper [Form 8809](#).
- You will find a copy of paper **Form 8809** on the **Help** menu.
- Extension of time to furnish statements to recipients must be requested on paper (see below).

Extension of Time to Furnish Statements to Recipients

To request an extension of time to furnish statements to recipients, you must send a letter to

Internal Revenue Service
Attn: Extension of Time Coordinator
240 Murall Drive, Mail Stop 4360
Kearneysville, WV 25430

The letter must include the (a) payer name, (b) payer TIN, (c) payer address, (d) type of return, (e) a statement that extension request is for providing statements to recipients, (f) reason for delay, and (g) the signature of the payer or authorized agent.

Your request must be postmarked by the date on which the statements are due to the recipients. If your request for an extension is approved, generally you will be granted a maximum of 30 extra days to furnish the recipient statements.



You may also fax the letter to

Internal Revenue Service Technical Services Operation
Attn: Extension of Time Coordinator
Fax: 866-477-0572 (International: 304-589-4151)

Active Client List

Select (check) each client for whom you are requesting an extension of time to file.

Notes

- Buttons  and  can be used to select, or deselect, *all* clients, respectively.
- The incremental search box can be used to quickly locate a client by **Client ID**.
- Only active clients are displayed.
- Clients are listed in order of **Client ID**.

To create the transmittal file, click the **OK** button. You will be prompted for a destination folder and whether or not to print a **Control Report**. If successful, a transmittal file named IRS8809 will be created in the destination folder. After submitting IRS8809 to The IRS FIRE System, select **Rename an IRSTAX/IRS8809 File** from the Module menu and rename IRS8809 to the name supplied by The IRS FIRE System (this is your receipt from IRS).

Notes

- The **OK** button remains disabled until you select a type of return and at least one client.
- *Always* refer to the **Control Report** when submitting IRS8809 to The IRS FIRE System.
- *Always* record the **Date Submitted** and **IRS File Name** on your **Control Report**.
- *Always* rename your IRS8809 transmittal to the name supplied by IRS.

7 Working with Tax Forms



7.1 Opening a Tax Form

Generally speaking, a *tax form* is a paper document used by a taxpayer when paying his or her taxes. A *tax return* is a document giving the tax collector information about the taxpayer's liability. Tax returns are sometimes referred to as *returns*. Account Ability regards a *tax form* as either the paper document, in the general sense, or the user interface used to enter taxpayer liability.

Selecting a Client

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client to be selected.
- Double-click the client, or
- Click the **Select** button, or
- Choose **Select Client** on the context menu.

If successful, the selected Client ID is displayed in the **Active Client Panel** of the [status bar](#)^[11] and you are prompted for the tax form to open.

 The  **Active Forms** selection displayed at the top of the menu of available forms will display the number of returns processed for the 2020 and 2021 reporting years.

Notes

- Once a client has been selected, tax forms can be opened from the **Forms** menu.
- You can open at most 5 tax forms simultaneously for the selected client.
- When using the context menu, you must right-click directly on the client.

📁 Releasing a Client

- Close all open tax forms.
- Select **Client (Filer, Entity) Management** from the Module menu.
- Click the **Release** button.

If successful, **NO CLIENT** is displayed in the **Active Client Panel** of the [status bar](#)^[11] and the **Forms** menu is disabled.

📝 Notes

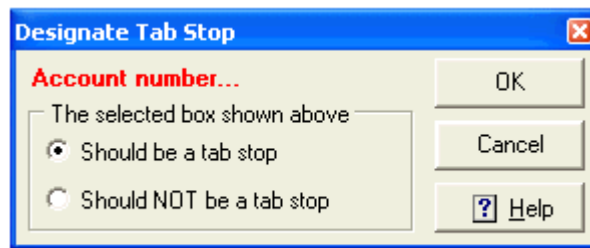
- Selecting a client automatically releases any previously selected client.
- Exiting Account Ability without releasing a client automatically selects the client the next time you start Account Ability.

7.2 Setting Tab Stops

Tab stops are boxes (fields) at which the cursor stops when the **TAB** (or **ENTER**) key is depressed. The **Designate Tab Stop Utility** minimizes keystrokes by enabling/disabling tab stops for any tax form.

📁 Launching The Designate Tab Stop Utility

To set/reset a tab stop, right-click directly on the *caption* of the box. If the box is not a *required tab stop*¹, the **Designate Tab Stop Utility** will be displayed. For example, if you right-click directly on the caption **Account Number** of the **Account Number** box of Form 1099, the **Designate Tab Stop Utility** is displayed,



Designate Tab Stop for Account number

Designated tab stops display their caption in **red** or **black**.
Non designated tab stops display their captions in **maroon** or **gray**.

📁 Testing Tab Stops

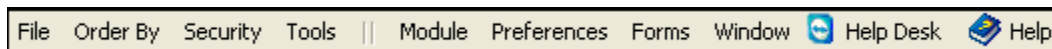
Depress the **TAB** (or **ENTER**) key repeatedly to move the cursor around the form.

📝 Notes

- The **ENTER** key functions as the **TAB** key if, and only if, Enter Key = Tab Key is set (see [Desktop Preferences](#)^[22]).
- ¹ Required Tab Stop — Required fields, such as name, address, city, state, zip, etc.
- You can still enter data into a non designated tab stop by clicking directly on the box.
- Designated tab stops are not client specific.

7.3 The Recipient Menu

After opening a tax form, the **Main Menu**, shown below, is displayed:



The **Recipient Menu**, appearing to the left of the vertical divider (||), together with the [The Recipient Toolbar](#)^[12] (the vertical panel of buttons bordering the right edge of the desktop) provide the functionality needed to

manage your recipient returns.

The **File** menu includes selections for,

- [Adding New Returns](#) ^[53]
- [Rolling Forward 2020 Returns](#) ^[63]
- [Locating Existing Returns](#) ^[55]
- [Deleting Existing Returns](#) ^[57]
- [Totaling All Returns](#) ^[57]
- [Importing](#) ^[57]
- [Exporting to CSV](#) ^[64]
- [Electronic Reporting](#) ^[91]
- [Printing](#) ^[69]
- [Reporting](#) ^[65]

The **Order By** menu includes various indexes for [sorting](#) ^[56] returns.

The **Security** menu includes selections for

- [Setting Passwords](#) ^[67]
- [Clearing Passwords](#) ^[68]

The Tools Menu ^[83] contains management tools that will enable you to carry out difficult tasks quickly. For example, removing all 1099 MISC recipients who earned less than \$600, or, re-computing Social Security and Medicare Wages and Withholding for all employees, or, printing W-2 forms for a specific State or Zip Code, just to name a few. You will find some rather useful examples in this section.

7.4 Common Tasks

7.4.1 Adding Returns

➔ **File** ➔ **New**

To add (insert) a new return,

- Click **+** on [the recipient toolbar](#) ^[12], or
- Select **New** from the **File** menu, or
- Depress the **Insert** key, or
- Select a taxpayer from the **Taxpayer Lookup Dialog** (shown below).

| Taxpayer ID | Name | Street | Apt. | City | State | Zip | WH |
|-------------|-----------------|----------------------|------|-------------|-------|-------|-------------------------------------|
| 111243939 | Ronald Manning | 560 Broadhollow Road | 115 | Melville | NY | 11747 | <input type="checkbox"/> |
| 232023049 | Leonard Donovan | 525 Whitman Drive | | Farmingdale | NY | 11747 | <input checked="" type="checkbox"/> |


Taxpayer Lookup Dialog


Taxpayer Lookup Dialog

Account Ability maintains two distinct centralized lists of taxpayer demographics — one for information returns and one for W-2s. In order to access a list, *double-click* the recipient's id number field. These lists are *automatically* updated with each return that you add or edit. Once a taxpayer has been added to a list you can easily (i) **select** the taxpayer when adding future returns, (ii) **delete** the taxpayer from the list, or (iii) **update**

the taxpayer's **WH** (withholding) **indicator** — If a taxpayer's **WH indicator** is checked, Account Ability will remind you to withhold state tax when entering Forms 1099-MISC, 1099-NEC or W-2G for that taxpayer.

Notes


- The centralized list of taxpayers is not automatically updated when importing returns.
- After importing a file of returns, you can, if desired, instruct Account Ability to update the centralized list of taxpayers by selecting *Update Taxpayer Database* from the **Tools** menu.
- Deleting a taxpayer from the centralized list of taxpayers will not affect any existing returns for that taxpayer.
- The **WH indicator** is specific to information returns only.
- Selecting a taxpayer while in browse mode () automatically triggers insert mode.

Prior to entering insert mode, the tax form is initialized and the TIN Type set to its default. The insert icon, , displayed next to the year on the tax form informs you that Account Ability is now in the *add (insert)* mode. As you complete each field, depress the **TAB** or **ENTER** key to move to the next [designated tab stop](#)^[52].

Notes


- The **ENTER** key functions as the **TAB** key if, and only if, Enter Key = Tab Key is set (see [Desktop Preferences](#)^[22]).
- Taxpayer id numbers are qualified by the TIN Type. Consequently, Account Ability does not accept dashes when entering social security numbers (SSN) or employer identification numbers (EIN).
- Account Ability accepts multiple returns with the same taxpayer id (SSN, EIN).


To save the return,

- Click  on the recipient toolbar, or
- Select **Save** from the **File** menu, or
- Depress the **F8** key on your keyboard.


If there are no errors, the return is saved. If Automatic Insert Mode is set (see [Desktop Preferences](#)^[22]), Account Ability initializes the tax form and resumes the insert mode.

To cancel the return,


- Click  on the recipient toolbar, or
- Select **Cancel** from the **File** menu, or
- Depress either **CTRL+F8** or the **Esc** key on your keyboard.

After canceling a return, Account Ability resumes the browse mode ()

Notes



- If Automatic Insert Mode is set, the insert icon appears as  on the recipient toolbar and the recipient menu.
- If you require help on a specific field, depress the F1 key while in the field. If help is available, it will be displayed in a popup help window specific to the field.
- If you need to enter a foreign address, check the **Foreign** address indicator.



7.4.2 Browsing Returns

When you are not editing or adding returns, you will most likely be in browse mode. *Browse mode* is indicated by the browse icon () appearing next to the reporting year on the tax form. While in browse mode, use either the browse buttons on the [recipient toolbar](#)^[12] or the browse keys on your keyboard to navigate among recipient records.

Browse Buttons





The browse buttons, shown below, are displayed on the [recipient toolbar](#)^[12],

-  moves to the first record in the record set
-  moves to the previous record in the record set



-  moves to the next record in the record set
-  moves to the last record in the record set

Browse Keys

- Home:** moves to the first record in the record set
- Page Up:** moves to the previous record in the record set
- Page Down:** moves to the next record in the record set
- End:** moves to the last record in the record set

The recipient record that is currently displayed is referred to as the *active recipient*. If you need to change the active recipient, just type your changes. The browse icon () changes to an edit icon () indicating *edit mode*. To save your changes, select **Save** from the **File** menu, click  on the recipient toolbar, depress the **F8** key, or browse to another record. To cancel your changes, select **Cancel** from the **File** menu, click  on the recipient toolbar, or depress either **CTRL+F8** or **Esc**.


Notes

- To begin browsing from a specific record, first **Locate** ⁵⁵ the record then use either the browse buttons or browse keys discussed above.
- To resume the browse mode from the insert () mode or edit () mode, either save or cancel your changes.

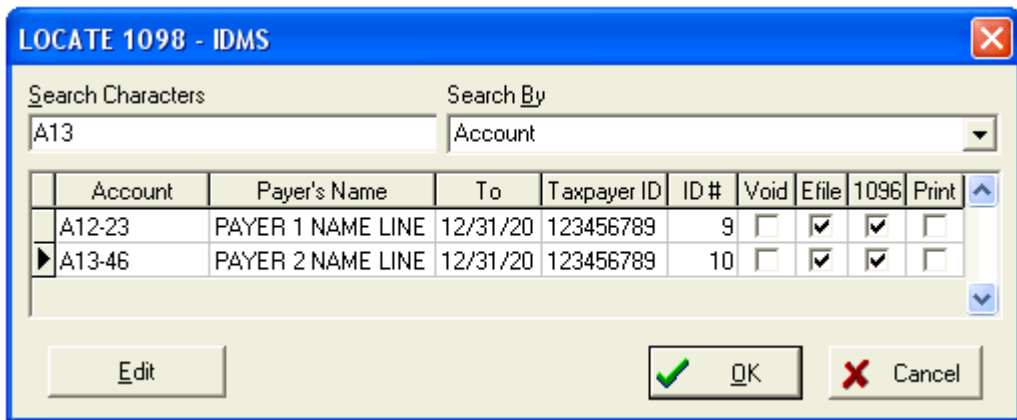
7.4.3 Locating Returns

File **Locate**

The **Locate Dialog** automatically selects recipient returns by incrementally searching the index you specify for the characters you type. To open the **Locate Dialog**,

- Click  on [the recipient toolbar](#) ¹², or
- Select **Locate** from the **File** menu, or
- Depress the **F5** key.

The **Search By** drop down box contains a list of indexes specific to the form on which you are working. The **Search Characters** field is where you type the characters to be searched.



| Account | Payer's Name | To | Taxpayer ID | ID# | Void | Efile | 1096 | Print |
|---------|-------------------|----------|-------------|-----|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| A12-23 | PAYER 1 NAME LINE | 12/31/20 | 123456789 | 9 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| A13-46 | PAYER 2 NAME LINE | 12/31/20 | 123456789 | 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

The Locate Dialog

In the illustration above, **Search Characters** A13 match the first 3 characters of **Search By** index **Account** for PAYER 2. Consequently, the return for PAYER 2 is automatically selected.

Click **Edit** or **OK** to select the indicated record.




Setting (Resetting) Indicators

In addition to locating returns, the **Locate Dialog** can be used to set (reset) any of the indicators (**Void**, **Efile**, **1096**, **Print**, etc.). Simply double-click directly on the indicator to be set (reset).



 **Notes**

- The **Locate Dialog** cannot be displayed while adding or editing returns.
- Use the **ID #** index to locate returns appearing in warning logs generated by the **Verify** selection on the **Tools** menu.
- Indicators appearing in the **Locate Dialog** vary with the selected tax form.



7.4.4 Editing Returns

Account Ability includes an *automatic edit mode* that facilitates the job of editing recipient returns. Just [browse](#)  to the return to be edited and type your changes. The browse icon () changes to an edit icon () indicating *edit mode*.

To save your changes,

- Click  on [the recipient toolbar](#) , or
- Select **Save** from the **File** menu, or
- Depress the **F8** key, or
- Browse to another record.

To cancel your changes,

- Click  on [the recipient toolbar](#) , or
- Select **Cancel** from the **File** menu, or
- Depress either **CTRL+F8** or **Esc**

**Tip**

- If you need to edit the same field for many returns, browse to the first return, make your changes and depress the **Page Down** key. Account Ability saves your changes and moves to the next record, leaving the cursor positioned in the field being edited.

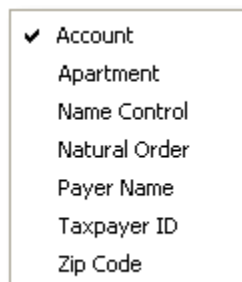
7.4.5 Sorting Returns

 **File**  **Order By**

A form's **Order By** menu can be used to arrange (order) its returns in a specific order. The ordering you select is referred to as the *current ordering*.

Every time you change a form's current ordering, Account Ability rearranges its returns in a relative *record set*. The relative record set always applies when browsing, printing, exporting, preparing electronic transmittals, generating reports, etc.


The **Order By** menu varies from form to form. Shown below is the **Order By** menu for Form 1098. The check in front of **Account** indicates that the current ordering is the payer's **Account** number.

**1098 Order By Menu** **Note**

- Account Ability assigns each return you enter a unique ID number (ID #).
- Select **Natural Order** to arrange your file by ID #.
- The ID # is displayed at the top of each form's user interface.


7.4.6 Deleting Returns

↳ **File** ▶ **Delete**

- [Locate](#)⁵⁵ the return to be deleted.
- Click  on [the recipient toolbar](#)¹², or
- Select **Delete** from the **File** menu, or
- Depress **CTRL+Del**

If Confirm All Deletions is turned on (see [Desktop Preferences](#)²²), Account Ability prompts you to confirm the deletion. Otherwise, the return is deleted without confirmation.

Notes

- If Confirm All Deletions is turned off, the delete icon appears as .
- In order to delete a return, you must be in browse mode.

Tip

- If you need to delete many returns, turning off Confirm All Deletions expedites the task by suppressing the confirmation dialog.

7.4.7 User Information

↳ **File** ▶ **User Information**

The **User Information** dialog displays,

- The date, time, and user who created the return,
- The date, time, and user who last edited the return.


To display **User Information**,

- Select **User Information** from the **File** menu, or
- Depress **CTRL+U**

7.4.8 Control Totals

↳ **File** ▶ **Totals**

Control totals can be displayed at any time by

- Clicking  on [the recipient toolbar](#)¹², or
- Selecting **Totals** from the **File** menu, or
- Depressing the **F9** key.

Account Ability displays the total forms tallied, a hash (or control) total of taxpayer identification numbers, and the resulting totals for each box of the active tax form.

Notes

- You can only total a file while in browse mode.
- Returns marked VOID are not totaled.

7.5 Importing & Exporting

Account Ability is capable of importing Information Returns and Annual Wage Reports from

- [ASCII Text Files](#)⁵⁸
- [IRS Transmittals](#)⁶¹

- [SSA Transmittals](#)^[62]
- [The 2020 Version](#)^[63] (Rolling Forward)
- [Another Client](#)^[64]

For assistance with importing ASCII Text Files, refer to **The Import Mapping Utility** on the Module menu.

For assistance with exporting, see the section [Exporting Returns](#)^[64].

7.5.1 Importing Text Files

A *delimited text file* is a file in which each line of text is a record, and the fields within each record are separated by a known character referred to as the *delimiter*. Non-numeric fields, such as names, addresses, cities, etc., are called *string* fields. String fields are generally enclosed within quotations (""), especially when the delimiter is part of the field. Delimited text files are easily created by Microsoft Excel®, SQL, and most database applications.

Example

"John Doe","2101 East 51st Street","New York","NY","10001","",10002.34,0

represents an acceptable record from a comma delimited text file whose schema is

"Name"
 "Street Address"
 "City"
 "State"
 "Zip Code"
 "Account Number"
 Rents
 Royalties

Since John Doe does not have an "Account Number", a *null string* ("") is inserted as a place holder for this string field. The place holder for numeric fields is zero, as is illustrated for Royalties.

Account Ability can import Information Returns (1094, 1095, 1096, 1098, 1099, 3921, 3922, 5498, W2G), Annual Wage Reports (W2, W3, W2C, W3C), and Client records from comma delimited text files that conform to a pre-defined record layout, known as a schema. With the aid of **The Import Mapping Utility**, comma, tab, and pipe (|) delimited text files are easily converted to text files that are compatible with this schema. **The Import Mapping Utility** can be found on the Module menu.

Related Topics


- [Importing Client Text Files](#)^[45]
- [Importing Returns](#)^[58]
- Current Year File Schema
- [Import Capabilities](#)^[57]

7.5.1.1 Selecting an Import File

 **File**  **Import**  **ASCII Text File**

Account Ability can import Information Returns and Annual Wage Reports from comma delimited ASCII Text Files that conform to a pre-defined record layout ("Schema").

Procedure:

- [Open the tax form to be used](#)^[51].
- From the **File** menu, select **Import**  **ASCII Text File**
- Locate the text file to import and click **Open**.


All schema contain a Client ID field which can be used as a filter when importing various client returns from a single text file. A *filtered text file* is a text file that contains at least one record with a specified Client ID. If Account Ability detects that your import file is filtered, the [Filtering Option Dialog](#)^[59] is displayed.

Notes

- When importing Information Returns, this selection is disabled for Correction Clients.

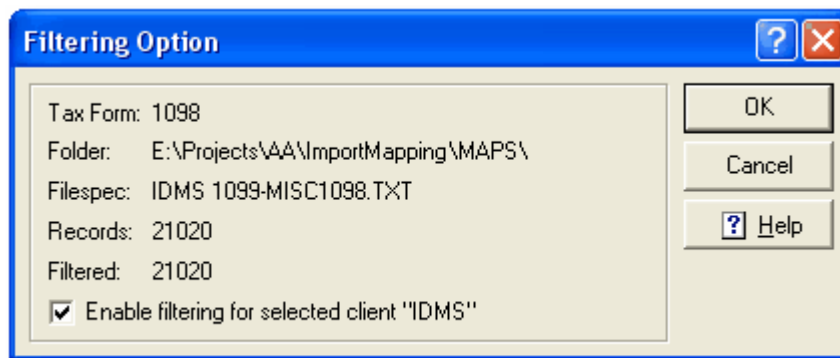
- Use the selection **Sample ASCII Import Files** on the **Help** menu to display a list of sample text files that Account Ability can import. These files are included as a reference for those users interested in building an interface between Account Ability and their host application.
- **The Import Mapping Utility** (see the Module menu) facilitates the job of mapping delimited text files to text files that Account Ability can import.

Related Topics

- Current Year File Schema
- [Importing ASCII Text Files - An Overview](#) 

7.5.1.2 The Filtering Option Dialog

An import file that contains at least one record with a specified **Client ID** is said to be *filtered*. If Account Ability detects that your import file is filtered, the **Filtering Option Dialog** is displayed.

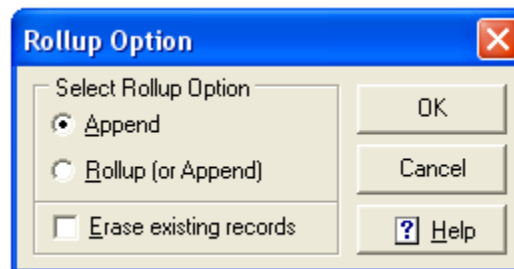


The Filtering Option Dialog

The **Filtering Option Dialog** shows the total number of records in the file as well as the total number of filtered records. If filtering is enabled only the filtered records are imported. Otherwise, all records are imported.

7.5.1.3 The Rollup Option Dialog

If you have several distinct text files or spreadsheets which, when combined, result in a single return 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, Account Ability can *roll up* these files over multiple import sessions.



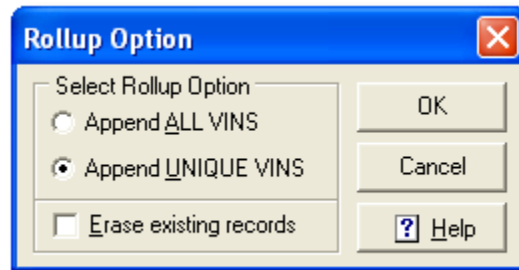
The Rollup Option Dialog

The **Rollup Option** dialog contains three options (see **Note** below),

- **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.
- **Rollup (or Append)**: The primary key field 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.
- ◆ Rollup Options are disabled for Forms **3921** and **3922**.
- ◆ When working with Form **1098-C**, *Contributions of Motor Vehicles, Boats, and Airplanes*, the Rollup Options read



1098-C Rollup Option Dialog

- **Append ALL VINS:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same VIN.
- **Append UNIQUE VINS:** The VIN of each record is compared with those already on file. If a match occurs, the record is not imported. Otherwise, the record is appended to the end of the file.

Related Topics

- [Multiple Import Session Strategy](#)⁶⁰

Notes

- Information returns require the recipient's taxpayer identification number as the primary key when rolling up.
- W-2 source records generally require the employee's social security number as the primary key when rolling up. However, if the social security number is not available, additional searches are attempted first on the employee **Control** number, then on the employee's first name, middle initial and last name. If all of these attempts fail to produce a match, the record is automatically appended to the end of file.
- Form W-2C does not support the rollup option.
- The option to **Erase existing records** raises the exception "Unable to erase existing records" if the form is active on another workstation in a network environment or the current user does not have sufficient permissions.
- *Recipient email addresses can be rolled up.* During a rollup session Account Ability will compare the currently recorded email address with the value in your text file. If they are different, and the email address in your text file is not null, it will replace the currently recorded email address.

7.5.1.4 Multiple Import Session Strategy

Although some applications, such as Intuit's QuickBooks®, are deficient in that they cannot export a recipient's entire 1099 or W-2 to a single file, they can export the information to distinct text files and spreadsheets which, when rolled up over multiple import sessions, result in a single return for each recipient. The following strategy is suggested when rolling up multiple import sessions.

1. Create a text file or spreadsheet that contains the name, address, and taxpayer identification number for each recipient to be imported.
2. Using the text file created in step (1) as the source file in **The Import Mapping Utility**, create and execute a mapping in order to produce a destination file that Account Ability can import.
3. Import the destination file created in step (2) using the **Append** option. This will result in a file of null returns containing recipient names, addresses, and taxpayer identification numbers.
4. Create a text file that contains annual totals (or detailed transaction information) for each recipient imported in step (3) above. Ensure that each record of this file contains a primary key field (such as the taxpayer identification number) for the recipient.
5. Using the text file created in step (4) as the source file in **The Import Mapping Utility**, create and execute a mapping in order to produce a destination file that Account Ability can import.

6. Import the destination file created in step (5) using the **Rollup (or Append)** option. Each existing recipient's record will be updated accordingly.

Repeat steps (4), (5) and (6) as often as needed until all recipient returns are complete.

7.5.2 Importing IRS Transmittals

➔ **File** ➔ **Import** ➔ **IRSTAX File**

An *IRS transmittal* is a file of Information Returns that conforms with IRS Pub. 1220. Account Ability uses the terms *IRSTAX* and *IRS transmittal* synonymously.

To import an IRS transmittal,

- [Open the Information Return to be used](#) ⁵¹
- From the **File** menu, select **Import** ➔ **IRSTAX File**
- Locate the transmittal file to import and click **Open**.

Account Ability will search the transmittal for all returns associated with the selected client. If none are found, an appropriate error message will be displayed. Otherwise, the **IRSTAX Import Options** dialog is displayed,



IRSTAX Import Options

Total "A" Records

Indicates the number of times this client occurs within the selected transmittal file.

Total "B" Records

Indicates the total returns to be imported.

Include payment amount information

If checked, payment amount information will be imported with each recipient. Otherwise, only names, addresses, and taxpayer identification numbers are imported.

Related Topics

- [Importing SSA Transmittals](#) ⁶²

Notes

- This selection is disabled for Correction Clients.
- Account Ability can import 2020 and 2021 IRS transmittals.
- If you are sure your IRS transmittal contains returns for the selected client but Account Ability complains it cannot find any, download and run the [RL750](#) utility and try again.

- If you make a mistake and need to import again, use the **Kill This File** selection on the **Tools** menu to first delete any existing returns.

7.5.3 Importing SSA Transmittals

➔ **File** ➔ **Import** ➔ **W2REPORT (EFW2) File**

An *SSA transmittal* is a file of Annual Wage Reports conforming with Social Security Administration EFW2/EFW2C specifications. Account Ability uses the terms W2REPORT and SSA transmittal synonymously.

To import an SSA transmittal,

- [Open Form W-2](#)
- From the **File** menu, select **Import** ➔ **W2REPORT (EFW2) File**
- Locate the transmittal file to import and click **Open**.

Account Ability will search the transmittal for all employees associated with the selected client. If none are found, an appropriate error message will be displayed. Otherwise, the **W2REPORT Import Options** dialog is displayed,



W2REPORT (EFW2) Import Options

Total "RE" Records

Indicates the number of times this client occurs within the selected transmittal file.

Total "RW" Records

Indicates the total employees to be imported.

Include wages and withholding

If checked, wages and withholding will be imported with each employee. Otherwise, only employee names, addresses, social security numbers, etc. are imported.

Related Topics

- [Importing IRS Transmittals](#)

Notes

- Account Ability does not import EFW2C transmittals (Form W-2C).
- Account Ability can import 2020 and 2021 SSA transmittals.
- If you are sure your SSA transmittal contains employees for the selected client but Account Ability complains it cannot find any, download and run the [RL512](#) utility and try again. If the problem persists, your transmittal may have been prepared for a common paymaster or agent (see the *Agent Information Group* on the [W-2 Setup](#) page of the client's master record).

- If you make a mistake and need to import again, use the **Kill This File** selection on the **Tools** menu to first delete any existing returns.

7.5.4 Roll Forward Prior Year

➔ **File** ➔ **Import** ➔ **Roll Forward Prior Year**

Account Ability maintains each of your client's Information Returns and Annual Wage Reports in distinct annual databases that can be rolled forward from year-to-year without any loss of prior year integrity.

To roll forward 2020 returns,

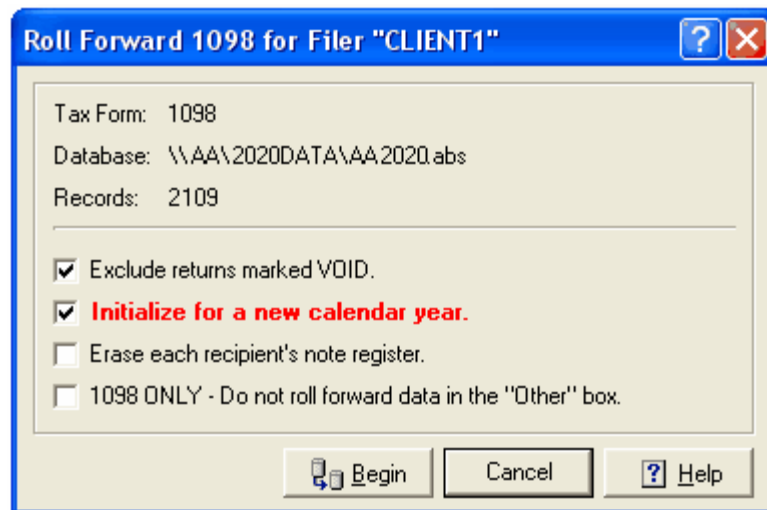
- Open the **File** menu
- Select **Import** ➔ **Roll Forward Prior Year**

Note

- 2020 ACA Forms 1095-B, 1095-C cannot be rolled forward if 2021 returns already exist.

If you used Account Ability in 2020, and have not changed the selected client's Client ID, the 2020 returns will be located. If the 2020 returns are not found, use the [Active Forms List](#)^[42] to ensure the selected client had returns in 2020.

The **Roll Forward** dialog, shown below for form 1098, provides some useful options.



Roll Forward Dialog for Form 1098

Exclude returns marked VOID

If checked, 2020 returns marked VOID are not rolled forward. Otherwise, VOID returns are rolled forward with their VOID indicator cleared. *When rolling forward ACA forms, VOIDS are always rolled forward with their VOID indicator checked.*

Initialize for a new calendar year

If checked, only recipient demographics (i.e. name, address, taxpayer identification, account number, etc.) are rolled forward. If you used the 2020 version of Account Ability to begin entering 2021 returns, do not check this option.

Erase each recipient's note register

If checked, notes entered for reporting year 2020 are not rolled forward.

1098 ONLY - Do not roll forward data in the "Other" box

If checked, information entered in the "Other" box for reporting year 2020 is not rolled forward.

1095-C ONLY - Roll forward transmittal 1094-C

If checked, transmittal 1094-C for reporting year 2020 is rolled forward.

Notes

- This selection is disabled if the prior year database, **2020DATA**, is not found. Although Account Ability attempts to locate the 2020 database automatically, you can locate it yourself using the selection **Locate Prior Year Database** on the **Help** menu.
- Rolling forward to 2021 will not alter your 2020 returns.
- If you make a mistake and need to roll forward again, use the **Kill This File** selection on the **Tools** menu to first delete any existing returns.
- If you used the 2020 version of Account Ability to begin entering 2021 returns, do not initialize for a new calendar year.
- Account Ability does not roll forward prior year returns automatically since many users prefer not to do so.
- It is more efficient to roll forward a client's 2020 returns as you first prepare to work on them for the 2021 reporting year.

7.5.5 Import Another Client's Returns

 **File** ▶ **Import** ▶ **Another Client's Returns**

To import another client's returns,

- Open the **File** menu
- Select **Import ▶ Another Client's Returns**

Select the client to be used from the client list and click **OK**. All of the selected client's returns, except VOIDS, will be appended to the existing client's returns.

Notes

- When importing Information Returns, this selection is disabled for Correction Clients.
- This feature has some useful applications, which are listed in the online FAQ and TIPS Knowledge Base.

[Search the TIPS Knowledge Base](#)
[Search Frequently Asked Questions](#)

7.5.6 Exporting Returns

 **File** ▶ **Export**

The **Export Options** dialog exports recipient returns to comma delimited text files compatible with Microsoft Excel® and most mail merge applications. Only the fields you select are exported, in the order you specify.

To open the **Export Options** dialog

- You must be in browse mode.
- From the **File** menu, select **Export**.

The **Export Options** dialog will be displayed,



Export Options Dialog (for Form 1098)

The **Available Fields** list contains all fields that can be exported.
The **Selected Fields** list displays all fields that will be exported.

Fields can be moved between lists either by double-clicking or by using the *selection* icons,

- Moves the selected field to available.
- Moves all selected fields to available.
- Moves the available field to selected.
- Moves all available fields to selected.

Selected fields can be ordered using the *arrow* icons,

- Moves the selected field up one spot.
- Moves the selected field down one spot.

Resets available and selected fields to their default values.

After selecting and ordering the fields to be exported, click the **Begin** button.

Notes

- **Include header** — If checked, column header fields are included in the export file.
- **Hide zero amounts** — If checked, zero dollar amounts are replaced with blanks in the export file.
- The **Client ID** and **Form ID** are automatically appended to each record of the export file.
- Returns marked VOID are not exported unless **Include Voids** is checked.
- By default, the export file is saved in a sub-folder of Account Ability named **EXPORT**.

7.6 Reports

7.6.1 Control Report

File **Control Report**

A **Control Report** contains all of the information entered for the active information return or annual wage report.

To print (or preview) a **Control Report**,

- Click  on [the recipient toolbar](#)^[12], or
- Select **Control Report** from the **File** menu, or
- Depress **CTRL+P**

You will have the option to either preview or print this report.

 **Note**

- The **Order By** menu determines how this report is sorted.

7.6.2 Register Listing

 **File**  **Register Listing**

A **Register Listing** contains only general demographics information.

To print (or preview) a **Register Listing**,

- Select **Register Listing** from the **File** menu, or
- Depress **CTRL+R** keys on your keyboard.

You will have the option to either preview or print this report.

 **Note**

- The **Order By** menu determines how this report is sorted.

7.6.3 Missing TIN Register

 **File**  **Missing TIN Register**

The **Missing TIN Register** contains all recipients whose TIN has not been specified.

To print (or preview) the **Missing TIN Register**,

- Select **Missing TIN Register** from the **File** menu, or
- Depress **CTRL+T** keys on your keyboard.

You will have the option to either preview or print this report.

 **Note**

- The **Order By** menu determines how this report is sorted.

7.6.4 TIN Matching Error Register

 **File**  **TIN Matching Error Register**

The **TIN Matching Error Register** contains all recipients whose TIN does not match IRS name/TIN database. This register is updated every time you post a [BULK TIN Response report](#)^[90].

To print (or preview) the **TIN Matching Error Register**,

- Select **TIN Matching Error Register** from the **File** menu, or
- Depress **CTRL+ALT+T** keys on your keyboard.

You will have the option to either preview or print this report.

 **Note**

- The **Order By** menu determines how this report is sorted.

7.6.5 State & Local Wage Report

➔ **File** ➔ **State & Local Wage Report**

The **State and Local Wage Report** is specific to Forms W-2 and W-2C. This report provides a detailed listing of state and local wages and withholding. To print (or preview) this report,

- Select **State & Local Wage Report** from the **File** menu, or
- Depress **CTRL+S**

You will have the option to either preview or print this report.

 **Note**

- The option to suppress details is specific to Form W-2.

7.7 Security

7.7.1 Setting Passwords

➔ **Security** ➔ **Set Password**

To assign a password to a client's returns, select **Set Password** from the **Security** menu. The **Enter Password Dialog**, shown below, will be displayed.



Enter Password Dialog

After entering and verifying the password, click **OK**. If successful, the following dialog will be displayed.



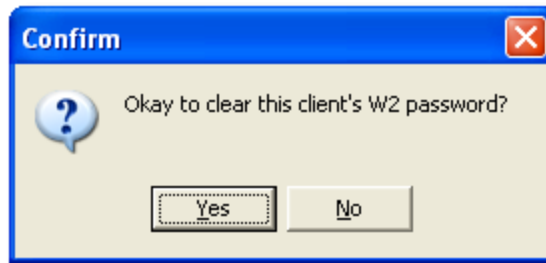
Notes

- Passwords are case sensitive.
- If you forget your password, contact [technical support](#) for assistance.

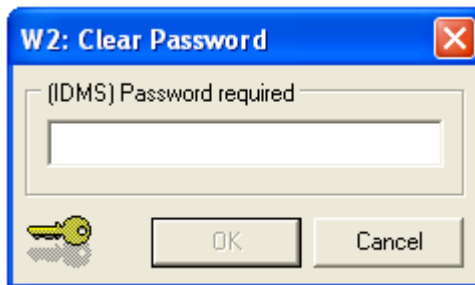
7.7.2 Clearing Passwords

Security → Clear Password

To erase a previously stored password, select **Clear Password** from the **Security** menu. You will have to know the client's [master password](#), if one was set. Otherwise, you will be prompted to confirm your intentions,



For example, assume you have set the master password for client IDMS. Any user requesting to clear the password for any of the returns belonging to IDMS would have to first get past the dialog



That is, the user would have to know the [master password](#) in order to continue.

7.7.3 Locking/Unlocking Forms

After final submission to IRS, forms can be *locked* for review only.


Locking Forms

Unlocked forms display the open lock icon (🔓). Click the icon to lock the form.

If a [master password](#) has been set, you will be prompted to enter it.

Otherwise, the form is locked immediately.

Unlocking Forms

Locked forms display the closed lock icon ()
Click the icon to unlock the form.

If a [master password](#)^[43] has been set, you will be prompted to enter it.
Otherwise, the form is unlocked immediately.

7.8 Printing Forms

7.8.1 Print Options


- File ➤ Print Forms
- File ➤ Print Forms for Selected Record


Account Ability prints recipient returns on laser, inkjet, and generic dot matrix printers. If your [printer preferences](#)^[26] are configured for GDI, printed output can also be saved to *portable document format* (PDF) files. Account Ability offers a *free* PDF writer, **IDMSPDF**, capable of writing recipient returns to *distinct* PDF files ([see Printing to PDF Files](#)^[75]).


 **IDMSPDF** can be downloaded from the Account Ability website, www.IDMSInc.com.

The *printed* and *summary* indicators (1094, 1096, W-3, W-3C), displayed at the top of each tax form, determine whether or not the recipient's return should be printed or included in the summary transmittal, respectively. These indicators are defined below.

- **Printed:** If this indicator is checked, the recipient's return is considered *already printed* and is not printed again. After printing all recipients, it is suggested that you set all of the printed indicators in order to avoid duplicate printing.
- **1094:** If checked, the recipient's return is included in the total on transmittal 1094.
- **1096:** Account Ability automatically totals each file of Information Returns when preparing summary transmittal 1096. If checked, the recipient's return is included in the total; Otherwise, it is excluded.
- **W-3:** Account Ability automatically totals each file of W-2s when preparing summary transmittal W-3. If checked, the recipient's return is included in the total; Otherwise, it is excluded.
- **W-3C:** Account Ability automatically totals each file of W-2Cs when preparing summary transmittal W-3C. If checked, the recipient's return is included in the total; Otherwise, it is excluded.

 The [Tools Menu](#)^[83] contains selections for global manipulation of these indicators.

 To print forms for all returns,

- Click  on the recipient toolbar, or
- Select **Print Forms** from the **File** menu, or
- Depress **CTRL+F**

 To print forms for the active recipient only,

- Select **Print Forms for Selected Record** from the **File** menu, or
- Depress **CTRL+ALT+F**

Depending upon how you configured your [printer preferences](#)^[26], one of three dialogs will be displayed,

- [PCL Print Options](#)^[70]
- [Dot Matrix Print Options](#)^[71]
- [GDI Print Options](#)^[72]

Notes

- Forms can only be printed from [browse](#)^[54] mode.
- Returns marked VOID are not printed.
- Returns marked already printed are not printed.

- For information on how to reprint one or more tax forms, see the [Tips Knowledge Base](#).
- See the section [Printing to PDF Files](#)^[78] for instructions on printing to distinct PDF files.

7.8.2 PCL Print Options

Target Printer Group

This group indicates the PCL printer to be used. The **AUTO OFF** feature will appear flashing if, and only if, the **Automatic Release of Laser Forms** indicator is not set (see [Printer Preferences](#)^[26]).

Target Printer

Printer: \\NT_SERVER\HP LaserJet 4000 Series PCL 6

Server: \\NT_SERVER

Port: LPT1:

Location: IDMS Tech Support AUTO OFF

PCL Target Printer Group

Designated Forms Group

This group displays a list of forms specific to the tax form on which you are working. For illustrative purposes, those specific to Form W-2 are shown below. Notice that some forms are displayed in red, others in black.

Designated Forms

| | | |
|---|--|--------|
| <input type="checkbox"/> Copy A W-2 for SSA | 1.5000 | 0.5000 |
| <input type="checkbox"/> Copy B for Employee's Federal Return | <input type="checkbox"/> INSTRUCTIONS | |
| <input type="checkbox"/> Copy C for Employee's records | | |
| <input type="checkbox"/> Copy D for Employer's records | | |
| <input type="checkbox"/> Copy 1 for State, City, or Local Tax Department | | |
| <input type="checkbox"/> Copy 2 for Employee's State, City or Local Return | | |
| <input checked="" type="checkbox"/> 4-UP (Copies B-C-2-2) | <input checked="" type="checkbox"/> PREPRINTED | |
| <input type="checkbox"/> Summary W-3 | 2.2500 | 1.5000 |
| <input type="checkbox"/> Mark as printed | | |
| <input type="checkbox"/> Truncate social security numbers | | |

Designated Forms for Form W-2

Preprinted Forms

Forms displayed in red require a preprinted form. Account Ability prepares preprinted forms by filling in the boxes. As shown in the illustration above, PCL printer configurations require preprinted forms when printing Copy A of Form W-2 and Summary W-3.

Notes

- The number pair appearing in blue indicates the row and column [laser offsets](#)^[29] to be used.
- When printing on preprinted W-2 forms other than Copy A, treat them as if they are Copy A. Account Ability will not know the difference.
- Account Ability does not support preprinted forms W-2C, W-3C (CORRECTIONS). These forms, when printed on ordinary copy paper by Account Ability, have been approved by the Social Security Administration. You will find a link to an approval notice on our website, www.IDMSInc.com.
- The **Fed Copy A** indicator, when displayed, must be used to distinguish between preprinted Copy A and non-Copy A forms. The **Fed Copy A** indicator generally appears when printing Information Returns.

Blank Generic Forms

Forms displayed in black require ordinary copy paper or blank perforated forms. Account Ability prepares these forms by drawing the form and filling in the boxes simultaneously. Although ordinary copy paper can be used, blank perforated paper is suggested. The Account Ability Forms Division (see below) carries a complete line of blank perforated laser forms and companion envelopes.

INSTRUCTIONS Indicator

When checked, forms are drawn one recipient per page followed by Instructions. This option is not available on forms with a massive amount of instructions (i.e. W-2, 1099-R). If instructions are desired, purchase forms with instructions preprinted on the back. The Account Ability Forms Division (see below) carries a complete line of blank perforated laser forms with backer instructions and companion envelopes.

PREPRINTED Indicator for 4-UP Forms W-2

When checked, a preprinted 4-UP form is assumed. In the illustration above, a preprinted 4-UP W-2 is assumed. The Account Ability Forms Division (see below) carries a complete line of preprinted laser forms. In particular, part numbers L4UP and L4BL are designed specifically for 4-UP forms W-2.

Summary (1096, W-3, W-3C)

Check this box if you want to print the designated summary transmittal. Only those returns whose summary indicator is checked will be included. The Account Ability Forms Division (see below) carries a complete line of preprinted laser transmittals. See part numbers L1096 (L1096500) and LW3 (LW3500). Transmittal W-3C is always drawn on blank paper.

Mark as Printed

If checked, Account Ability automatically sets the printed indicator on each return printed.

Truncate Taxpayer Id Numbers

If checked, the first five digits of the payee's social security number (SSN) or employer identification number (EIN) will be replaced with an X (e.g. SSN 123-45-6789 would be replaced with XXX-XX-6789; EIN 12-3456789 would be replaced with XX-XXX-6789).

Notes

- Truncation does not apply to Copy A returns.

Printing Forms

Place a check mark in front of each form to print and click the **Print** button at the bottom of the **PCL Print Options** dialog.

Notes

- VOIDS are not printed.
- **PCL Print Options** are displayed if, and only if, you are using the **PCL** printer configuration.

7.8.3 Dot Matrix Print Options

Target Printer Group

This group indicates the dot matrix printer to be used (see [Printer Preferences](#) ²⁶).

| Target Printer | |
|----------------|-----------------------|
| Printer: | Generic / Text Only |
| Server: | LOCAL |
| Port: | USB001 |
| Location: | Accounting Department |

Dot Matrix Target Printer Group

Designated Forms Group

This group displays the form on which you are working and its summary transmittal. For illustrative purposes, a 2-Wide Form W-2 with a column offset of 3 is shown (see [Printer Preferences](#) ²⁶).

Designated Forms

Form W-2

Summary W-3

Mark as printed

Alignment

2-Wide, Column offset = 3

Dot Matrix Form W-2

Alignment Indicator

Check this box if you need assistance aligning forms prior to printing. Each requested alignment will print a single alignment form rather than a single page. Consequently, you should always do enough alignments to ensure printing begins at the top of a new page.

Mark as Printed

If checked, Account Ability automatically sets the printed indicator on each return printed.

Printing Forms

Place a check mark in front of the form to print and click the **Print** button at the bottom of the **Dot Matrix Print Options** dialog. If an alignment is requested, a single alignment page will be printed.

Notes

- VOIDS are not printed.
- Ensure that your printer is configured for an HMI of 10 char/inch and a VMI of 6 lines/inch.
- Continuous forms must be printed using the Dot Matrix Configuration.
- **Dot Matrix Print Options** are displayed if, and only if, you are using the **Dot Matrix** printer configuration.

7.8.4 GDI Print Options

Target Printer Group

This group indicates the GDI printer to be used. The **NO CLIPPING** feature appears flashing if, and only if, the **Adjust Output When Clipped** indicator is set. If batch printing is enabled, the batch page size is displayed along with the **Time Delay Control**; Otherwise, a **NOT BATCHED** message is displayed. For more information on clipping and batch printing, see [Printer Preferences](#) [26].

Target Printer

Printer: HP LaserJet 4 Plus

Server: LOCAL

Port: HPLaserJet4Plus_copy_1

Location: Jet Direct Print Server #1

BATCH = 3 pg

25 Sec

(NO CLIPPING)

GDI Target Printer Group

Notes

- If you are using Account Ability's free PDF Writer, **IDMSPDF**, refer to the section [Printing to PDF Files](#) [75] for instructions on **How to Print to Distinct PDF Files**.
- **IDMSPDF** can be downloaded from the Account Ability website, www.IDMSInc.com.

Designated Forms Group

This group displays a list of forms specific to the tax form on which you are working. For illustrative purposes, those specific to Form W-2 are shown below. Notice that some forms are displayed in red, others in black.

| Designated Forms | | | |
|-------------------------------------|---|--------------------------|----------------------------|
| <input type="checkbox"/> | Preprinted W-2 | <input type="checkbox"/> | Fed Copy A 1.5000 (0.5000) |
| <input checked="" type="checkbox"/> | Copy B for Employee's Federal Return | <input type="checkbox"/> | INSTRUCTIONS |
| <input checked="" type="checkbox"/> | Copy C for Employee's records | <input type="checkbox"/> | INSTRUCTIONS |
| <input type="checkbox"/> | Copy D for Employer's records | | |
| <input type="checkbox"/> | Copy 1 for State, City, or Local Tax Department | | |
| <input type="checkbox"/> | Copy 2 for Employee's State, City or Local Return | | |
| <input type="checkbox"/> | 4-UP (Copies B-C-2-2) | <input type="checkbox"/> | Pressure Seal |
| <input type="checkbox"/> | Summary W-3 | <input type="checkbox"/> | Info Copy 0.5000 0.2500 |
| <input type="checkbox"/> | Mark as printed | <input type="checkbox"/> | SSA Approved |
| <input type="checkbox"/> | Truncate social security numbers | | |

Designated Forms for Form W-2

Preprinted Forms

Forms displayed in red require a preprinted form. Account Ability prepares preprinted forms by filling in the boxes.


Notes

- The number pair appearing in blue indicates the row and column [GDI offsets](#)^[29] to be used.
- Account Ability does not support preprinted forms W-2C (CORRECTIONS).
- The GDI configuration does not support preprinted 4-UP forms.
- The **Fed Copy A** indicator, when displayed, must be used to distinguish between preprinted Copy A and non-Copy A forms.



Blank Generic Forms

Forms displayed in black require ordinary copy paper or blank perforated forms. Account Ability prepares these forms by drawing the form and filling in the boxes simultaneously. Although ordinary copy paper can be used, blank perforated paper is suggested. The Account Ability Forms Division (see below) carries a complete line of blank perforated laser forms and companion envelopes.


Nudging (Shifting) Computer Drawn Forms


Similar to [GDI offsets](#)^[29] for preprinted forms, the **Nudge**  window, shown below, can be used to nudge (shift) printed output horizontally and/or vertically when printing on *blank generic forms or preprinted ACA forms*.

Nudge computer drawn forms

| | | | |
|--------|---|------------|--|
| ← 2 → | = | 0.0625 in |  |
| ↑ -1 ↓ | = | 0.03125 in |  |

Nudge Window



 A positive (**negative**) value nudges *horizontally* to the right (**left**).

 A positive (**negative**) value nudges *vertically* down (**up**).

Notes

- Nudging does not apply when printing on preprinted forms.
- Nudging too far to the left, right, up or down may result in clipping.
- Nudging *always* occurs in increments of 1/32 (0.03125) inch.
- The maximum nudge is 1/2 (0.5) inch.
- SSA approved W-2 and W-2C Copy A forms cannot be nudged.
- SSA approved W-3 and W-3C forms cannot be nudged.
- The *reset buttons* (shown as ellipses) reset each respective nudge to zero.

Changing the Print Order

Forms can be printed in either *Ascending*  order or *Descending*  order of the selected index (see the "Order by" menu of the selected form). Click either of these buttons to toggle the print order.


Notes

- Does not apply to forms W-2C, 1095-B, 1095-C.

INSTRUCTIONS Indicator

When checked, forms are drawn one recipient per page followed by Instructions. The Account Ability Forms Division (see below) carries a complete line of blank perforated laser forms with or without backer instructions.

How to Combine W-2 Copy B and Copy C on the Same Page

- From the **File** menu of Form W-2, select **Edit Filer**.
- Click the **Client Notes** icon () , which is displayed below the **Help** button.
- Enter the term **W2TAGC** anywhere in the note window.
- Click OK and close the **Edit Filer** window.
- Account Ability will now replace **INSTRUCTIONS** with **Tag on Copy C**.
- If you choose to **Tag on Copy C** you will need to use blank forms [LW2BL](#).

Pressure Seal Indicator

When checked, a pressure seal form is assumed. The Account Ability Forms Division (see below) carries a complete line of pressure seal forms and hardware.

Note

- When printing Form 1099-LTC on pressure seal forms, you will be prompted to specify the addressee — the Policyholder or the Insured.

SSA Approved Indicator

If checked, Copy A returns are drawn in black and white on ordinary copy paper. Otherwise, preprinted red scannable Copy A returns are required. Social Security Administration will accept black and white Annual Wage Reports prepared by Account Ability. Since IRS does not accept computer drawn Copy A Information Returns, the **SSA Approved** indicator is only available for forms Annual Wage Reports.

Summary (1094, 1096, W-3, W-3C)

Check this box if you want to print the designated summary transmittal. Transmittal W-3C is always drawn on blank paper.

Info (Information) Copy Indicator

If this indicator is checked an *Information Copy* is drawn in black and white on ordinary copy paper. Otherwise, a preprinted form is required. The *Information Copy* is generally for the filer's use and should not be filed with IRS.

Sub. (Substitute) Copy Indicator

If this indicator appears in place of the *Info Copy* indicator shown above, the IRS will accept a substitute copy of Form 1096 drawn by Account Ability on ordinary copy paper. Sub. Copy will only appear for certain forms (e.g. 1099-CAP, 1099-LTC, 1099-Q, 1099-SA, 5498-SA, 5498-ESA).

Mark as Printed

If checked, Account Ability automatically sets the printed indicator on each return printed.

Truncate Taxpayer ID Numbers

If checked, the first five digits of the payee's social security number (SSN) or employer identification number (EIN) will be replaced with an X (e.g. SSN 123-45-6789 would be replaced with XXX-XX-6789; EIN 12-3456789 would be replaced with XX-XXX-6789).

Notes

- Truncating does not apply to Copy A returns.

Printing Forms

Place a check mark in front of each form to print and click the **Print** button at the bottom of the **GDI Print**

Options dialog. If you are using the free **IDMSPDF** writer, the next section describes how to print recipient's returns to distinct PDF files.

Notes

- VOIDS are not printed.
- **GDI Print Options** are displayed if, and only if, you are using the **Windows GDI** printer configuration.

7.8.5 Printing to PDF Files

If you have a *portable document format* (PDF) writer (i.e. Adobe PDF, PDF Creator, CutePDF, etc.) installed on your computer and your [printer preferences](#) ^[26] are configured for GDI, printed output can be saved to a PDF file. In general, recipient returns are saved to a *single* PDF file. However, if you are using the free **IDMSPDF** writer, recipient returns can be written to *distinct* PDF files (for file naming conventions, see the topic [PDF Output Options](#) ^[76]).

 To install the free **IDMSPDF** writer, follow the (*case sensitive*) link <http://www.IDMSInc.com/download/idmspdf/AccountAbilityPDFWriter.exe>

How to Print to Distinct PDF Files

If you are using the **IDMSPDF** writer, the following guide must be followed in order to print the specified forms to distinct PDF files. If you do not follow this guide, all output will be written to a single PDF file.

- **1095-B** — Select **Save to PDF**.
- **1095-C** — Select **Save to PDF**.
- **1098** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1098-C** — Select **Copy C**; Select **INSTRUCTIONS**.
- **1098-E** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1098-F** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1098-Q** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1098-T** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-A** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-B** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-C** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-CAP** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-DIV** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-G** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-INT** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-K** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-LTC** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-MISC** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-NEC** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-OID** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-PATR** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-Q** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-R** — Select **4-UP (Copies B-C-2-2)**.
- **1099-S** — Select **Copy B**; Select **INSTRUCTIONS**.
- **1099-SA** — Select **Copy B**; Select **INSTRUCTIONS**.
- **3921** — Select **Aggregate Forms 3921** or **Copy B** with **INSTRUCTIONS**.
- **3922** — Select **Aggregate Forms 3922** or **Copy B** with **INSTRUCTIONS**.
- **5498** — Select **Copy B**; Select **INSTRUCTIONS**.
- **5498-ESA** — Select **Copy B**; Select **INSTRUCTIONS**.
- **5498-SA** — Select **Copy B**; Select **INSTRUCTIONS**.
- **W-2G** — Select **Copy B-C-2-2 Universal Format**.
- **W-2** — Select **4-UP (Copies B-C-2-2)**.
- **W-2C** — Select **Copy C**.

Notes

- If you [customized](#) ^[81] Form 1099-MISC to suppress instructions, select **Copy B**; Select **Copy 2**.
- If you [customized](#) ^[81] Form 1099-NEC to suppress instructions, select **Copy B**; Select **Copy 2**.
- You will have the option to combine aggregate forms 3921 and 3922 into a single output file.
- Aggregate forms 3921 are written to files named 3921-EMPLOYEE NAME-SYSTEM ID.pdf, *unless combined*.
- Aggregate forms 3921 are *always* secured by the employee's social security number, *unless combined*.

- Combined aggregate forms 3921 are written to files named 3921-DATE-TIME (YYYYMMDD-HHMMSS)
- Aggregate forms 3922 are written to files named 3922-EMPLOYEE NAME-SYSTEM ID.pdf, *unless combined*.
- Aggregate forms 3922 are *always* secured by the employee's social security number, *unless combined*.
- Combined aggregate forms 3922 are written to files named 3922-DATE-TIME (YYYYMMDD-HHMMSS)

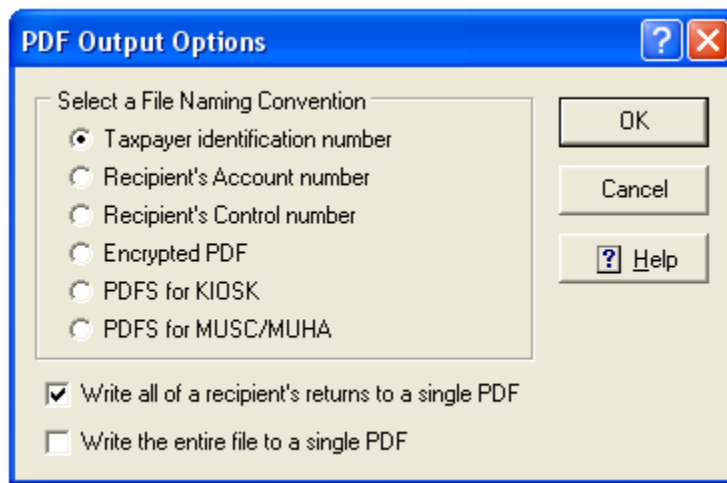
When the proper combination has been selected, Account Ability displays the following message

▶ Copies can be written to distinct PDFs

Click the **Print** button to display the [PDF Output Options](#) dialog.

7.8.6 PDF Output Options

When printing to *portable document format* (PDF) using **IDMSPDF**, Account Ability needs to know if the output should be saved to a *single* PDF file or *distinct* PDF files. In the latter case, a *File Naming Convention* must be specified.



Writing Recipient Returns to Distinct PDF Files

In order to create distinct PDF files, select one of the following *File Naming Conventions*:

- **Taxpayer identification number (TIN).** If a TIN has not been assigned, the recipient's returns are appended to a file named UNKNOWN.pdf. Otherwise, the file is named by the recipient's nine digit TIN (e.g. 123456789.pdf).
- **Recipient account number.** Optional account numbers are included on most information returns. This choice is disabled for forms 1098-C and W-2G, since these forms do not allow for an account number. If an account number has not been assigned, the recipient's returns are appended to a file named UNKNOWN.pdf.
- **Employee control number.** Applies only to W-2 forms. If an employee's control number has not been assigned, the employee's W-2 is appended to a file named UNKNOWN.pdf.
- **Encrypted PDF.** Encrypted PDF files make ideal attachments for electronic delivery via email. Recipient returns are written to *unique* PDFs encrypted by the recipient's TIN. If a TIN has not been assigned, the PDF is encrypted with nine zeroes (000000000). After all returns have been printed, Account Ability creates two additional files in the same folder as the output — A comma separated index file (**.csv**) and an html index file (**.html**). The comma separated index associates each encrypted PDF with its recipient, the recipient's email address, the type of return, and the name of the filer. The html index can be opened by your web browser for viewing the output.
- **PDFS for KIOSK.** Applies to *both* W-2 and 1095-C forms. The KIOSK file naming convention uses the *Form Type, Employee ID, Last Name, and Control Number* (e.g. W2_000012345_MARTINSON_FILE001).
- **PDFS for MUSC/MUHA.** The MUSC/MUHA file naming convention uses one of two formats. For W-2 forms, MUSC/MUHA uses the *Form Type, Reporting Year, and Employee ID* (e.g. W2_2021_000012345); For 1095-C forms, MUSC/MUHA uses the *Employee ID, Form Type, and Year* (e.g. 000012345_1095C_2021).

1 Encrypted PDF File Naming

Encrypted PDF file names consist of at most 32 hexadecimal digits (0-9, A-F) followed by the .pdf extension.

For example,

01C3D27FDF8D41E89DFDFE1D570DE3A4.pdf
91B4A9AD3D374F64B1218E9A700B10F2.pdf

Clearly, it is not possible to determine the recipient nor the type of return from the file name alone. This is why Account Ability creates the **.csv** and **.html** index files described above.

Notes

- The **.csv** index is always named **CLIENTID_FORM.csv** (e.g. IDMS_1098.csv)
- The **.html** index is always named **CLIENTID_FORM.html** (e.g. IDMS_1098.html)
- These indexes are always created in the *same* folder as the encrypted PDF files.

Write all of a recipient's returns to a single PDF

There may be occasion when a recipient has more than one return recorded. For example, if an employee worked in more than 2 reporting states there would be at least two W-2s on file since each W-2 can accommodate at most 2 reporting states. If this box is checked, all returns for the same recipient are written to the same PDF file. Otherwise, only the last return on file for each recipient is written to the PDF file.

Note

- This option does not apply to encrypted PDF files since encrypted PDFs cannot be merged. Consequently, each return will be written to its own encrypted PDF file.

Writing Recipient Returns to a Single PDF File

Write the entire file to a single PDF

If checked, all returns are written to a single PDF rather than distinct PDFs. You will have the option to save the file after the job is complete.

7.9 Specific Tasks

7.9.1 1094-C ALE Group Members

1095-C File ALE Group Management

An *Applicable Large Employer* (ALE) who was a member of an *Aggregated ALE Group* for any month of the calendar year must enter the names and EINs of up to 30 of the *other* ALE Group members, if so indicated on Form 1094-C. If there are more than 30 members of the Aggregated ALE Group, enter the 30 with the highest monthly average number of full-time employees for the year or for the number of months during which the ALE Member was a member of the Aggregated ALE Group.

If any member of the Aggregated ALE Group uses the 98% Offer Method and thus is not required to identify which employees are full-time employees, *all* Aggregated ALE Group members should use the monthly average number of total employees rather than the monthly average number of full-time employees.

Aggregated ALE Group Member Management is accessed from **Form 1095-C** or the **Form 1094-C Options** dialog. The *Aggregated ALE Group Management Grid* lists all recorded members for the selected employer.

| Member Name | EIN | Member Name Line 2 | NAME | Ave Emp |
|--------------------|------------|----------------------|------|---------|
| ALE Group Member 1 | 40-0555625 | | ALE1 | 250 |
| ALE Group Member 3 | 40-0225666 | | ALE3 | 125 |
| ALE Group Member 2 | 40-0255655 | Optional Name Line 2 | ALE2 | 95 |

3 of 30 Manage

Aggregated ALE Group Management Grid

To Add, Delete, or Edit group members, click the **Manage** button (or double-click the grid) to display the *ALE Group Management Maintenance* dialog.

ALE Group Management ✖

⏪ ⏩ + - ▲ ✓ ✕

ALE Group Management Maintenance

The **Management Toolbar**, displayed at the top of the maintenance dialog, contains buttons for navigating, adding (+), deleting (-), editing (^), saving, and canceling (X) changes to ALE Group member records.

EIN (required)

Enter as 9-digits (no dashes). If a valid EIN is not provided, Form 1094-C will not be processed.

Name Control

If determinable, enter the first four significant characters of the ALE Group Member's Name. Disregard the word "The" when it is the first word of the name, unless there are only two words in the name.

Ave. Monthly Employees

Enter the average monthly number of full-time employees, or, if any member of the Aggregated ALE Group uses the 98% Offer Method, the highest average number of total employees.

Notes

- At most 30 *other* ALE Group members may be recorded in any filer's Aggregated ALE Group.
- Pursuant to IRS instructions, members are listed in decreasing order of average monthly employees.
- For more information regarding this topic, refer to the instructions for Form 1094-C at www.irs.gov/1094c.

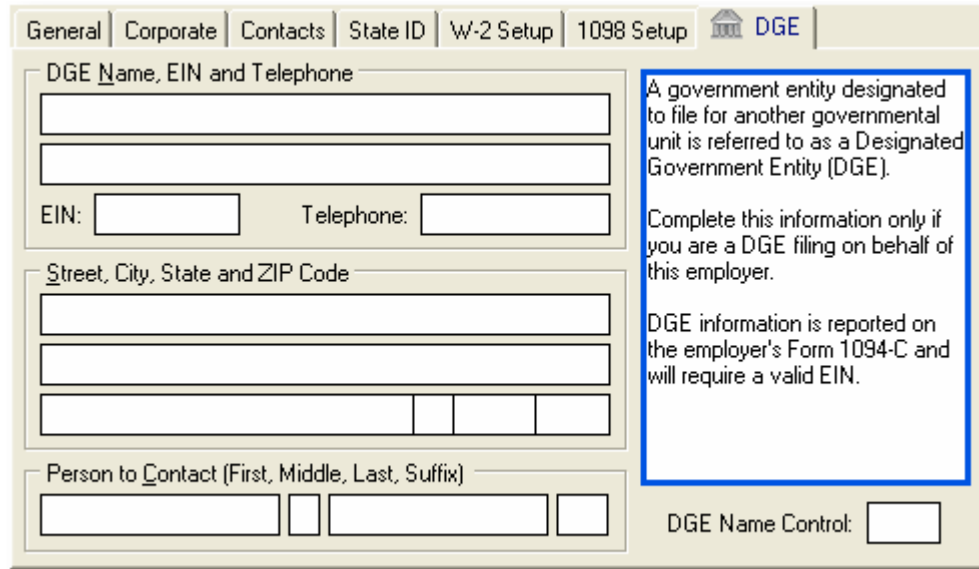
7.9.2 1094-C DGE Information

➔ [1095-C File](#) ➔ [Manage DGE Information](#)

An ALE member that is a governmental unit may report under section 6056 on its own behalf or may

appropriately designate another person or persons to report on its behalf. A person may be appropriately designated to file the return and furnish the statements under section 6056 on behalf of the ALE member if the person is part of or related to the same governmental unit as the ALE member. A government entity that is designated to file for another governmental unit is referred to as a *Designated Government Entity (DGE)*.

A DGE must complete all of the information on the **DGE Information Dialog**. In addition to the ALE member's information, DGE information is reported on Form 1094-C, Part I.



DGE Information Dialog

The DGE Information Dialog is accessed from **Form 1095-C** or the **Form 1094-C Options** dialog. With the exception of **DGE Name Control**, all fields on this dialog are self-explanatory.

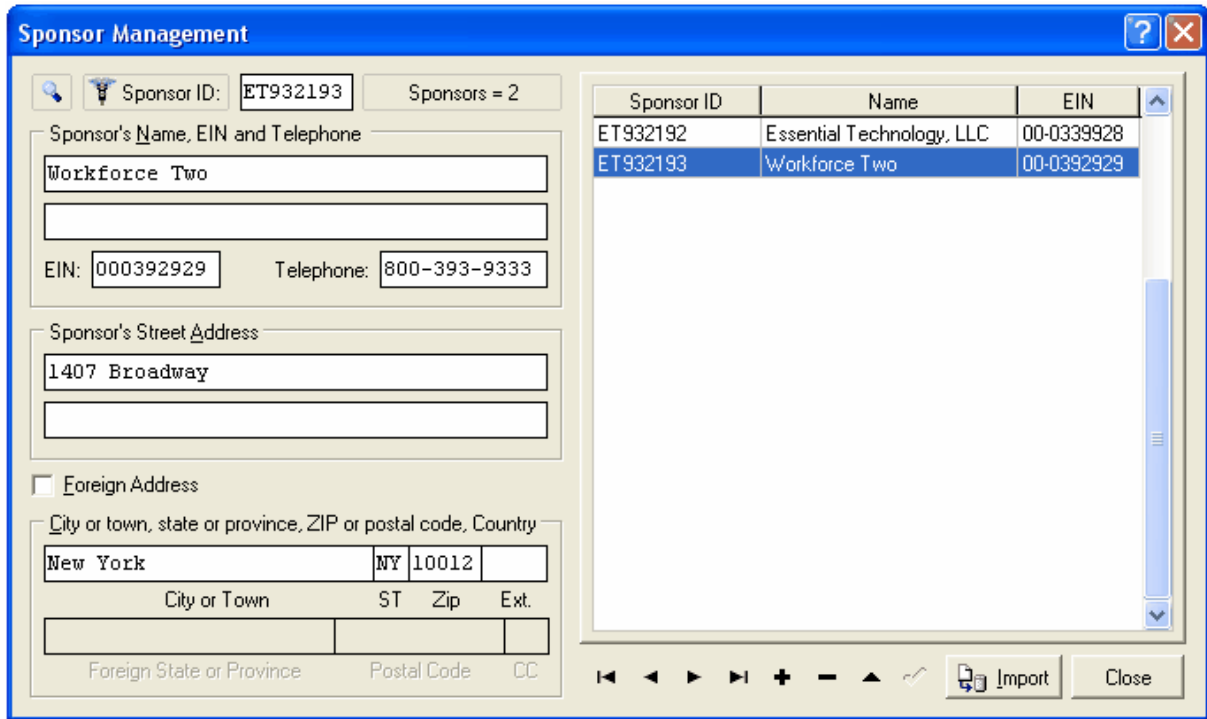
DGE Name Control

If determinable, enter the first four significant characters of the DGE name. Disregard the word "The" when it is the first word of the name, unless there are only two words in the name.

7.9.3 1095-B Sponsor Management

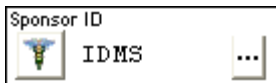
➔ **File** ➔ **Sponsor Management**

Insurance companies entering Origin of Health Coverage code A (*SHOP*) or B (*Employer-sponsored coverage*) on Part I of Form 1095-B must also complete Part II, *Information about Certain Employer-Sponsored Coverage*. Employers reporting self-insured group health plan coverage on Form 1095-B should enter Origin of Health Coverage code B on Part I and not complete Part II.



Sponsor Management Dialog

The *Sponsor Management* dialog, shown above, manages employer-sponsored coverage information required by insurance companies for completing Part II of Form 1095-B. Sponsor Management can be accessed from the **File** menu of Form 1095-B or by clicking the *sponsor management button* located in the Sponsor ID field of Form 1095-B (shown below).



The **Sponsor ID** is a unique alphanumeric identifier assigned to each employer sponsoring health coverage. Insurance companies entering Origin of Health Coverage codes A or B must enter a Sponsor ID. *Employers reporting self-insured group health plan coverage should leave the Sponsor ID field blank and enter an Origin of Health Coverage code B.*

The *button bar* displayed along the bottom of the dialog provides functions for navigating, inserting, deleting, editing, and importing sponsor records. Position your mouse over each button to display its function.

For those interested in importing sponsor records, a [schema layout](#)^[110] is included Appendix B. The **Import Mapping Utility** can be used to map a spreadsheet of sponsor records to this schema. Sample import files can be found on the **Help** menu.

7.9.4 1098 Apportionment

↳ File ↳ Apportion

If you prepare 1098 returns for cooperatives, Account Ability can compute each payer's share of the total mortgage interest received, outstanding mortgage principal as of 1/1/2021, amortization, real estate taxes, and capital reserve fund entered on the [1098 setup page](#)^[39] of the client master.

The 1098 user interface contains fields for

Period Occupied

Enter the period of occupancy for the payer during the 2021 calendar year.

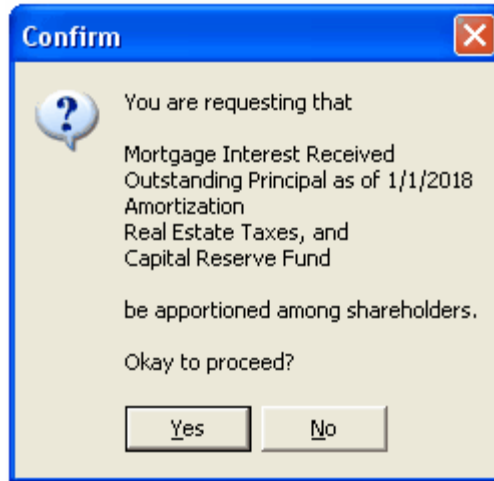
Shares

Enter the total number of shares allocated to the apartment.

Percentage of Maintenance Paid

Enter the payer's percentage of the total maintenance paid for 2021. Generally this will be 100%. However, if multiple payers share the apartment, a separate 1098 reflecting each payer's period of occupancy and percentage of maintenance paid must be entered.

After completing the above for each payer, select **Apportion** from the **File** menu of Form 1098 and confirm.



Confirm Apportionment

Notes

- You cannot apportion prior year 1098s.
- Apportionment is not available for correction clients.
- Always verify the results using the **Totals** selection on the **File** menu of Form 1098.
- You can apportion as often as needed until the totals are exact.

7.9.5 1098-T Instructions

File Student Instructions

If your printer is configured as a GDI printer (see [Printers](#) ^[26] on the [Preferences](#) ^[21] menu), the **File** menu of Form 1098-T includes the selection

Student Instructions

These additional instructions are automatically appended to **IRS Instructions for Student** when printing Student's Copy B of Form 1098-T with instructions.

Note

- Additional instructions do not print on pressure seal forms.

7.9.6 1099-MISC Customization

File Customize

If your printer is configured as a GDI printer (see [Printers](#) ^[26] on the [Preferences](#) ^[21] menu), the **File** menu of Form 1099-MISC and 1099-NEC includes the selection

Customize

Customization includes the option to **Suppress Instructions** when printing Form 1099-MISC or 1099-NEC. If

instructions are suppressed, you will have the option to print **Recipient Copy 2** when printing **Recipient Copy B**.

 **Note**

- Customization is client specific.

7.9.7 1099-R Instructions

 **File**  **Print Instructions**

The **File** menu of Form 1099-R includes the selection

Print Instructions

Users desiring to print recipient copies on blank copy paper without backer instructions can use this selection to optionally print a single page of 1099-R instructions to be mailed to each recipient.

7.9.8 W-2 Compute FICA

 **File**  **Compute FICA**

If the **Compute FICA** indicator is checked on the [W-2 Setup](#)^[37] page of a client's master record, the **Compute FICA** button,

(F6) Compute FICA

is enabled on that client's Form W-2. If enabled, Account Ability can compute *Social Security Wages, Social Security Tax, Medicare Wages, and Medicare Tax* based upon the *Gross Wages, Social Security Tips, and Deferred Compensation* you enter on each employee's Form W-2.

To compute an employee's FICA, complete the applicable boxes on an employee's W-2. Then,

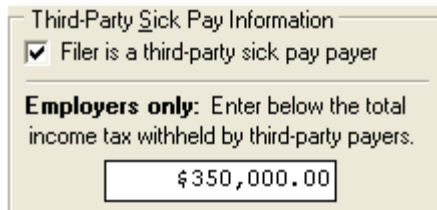
- Click the **Compute FICA** button, or
- Depress the **F6** key on your keyboard, or
- Select **Compute FICA** from the **File** menu.

 **Notes**

- Does not apply to Railroad and MQGE employment.
- Does not apply to employees who are not subject to FICA (see the NSF indicator on Form W-2).
- The **Tools** menu contains a selection to **Compute FICA for All Employees**.

7.9.9 Third-Party Sick Pay Reporting

In order to report third-party sick pay, you must complete the client's **Third-Party Sick Pay Information** group. This group can be found on the [W-2 Setup](#)^[37] page of the client's master record.



Third-Party Sick Pay Information

Filer is a third-party sick pay payer

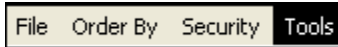
Employers only: Enter below the total income tax withheld by third-party payers.

\$ 350,000.00

Next, prepare a W-2 pursuant to instructions found in Publication 15A making sure to set the 3rd-Party indicator. Finally, either print or electronically file the return.

7.10 The Tools Menu


The *Recipient menu*, which is only visible when working on a client's Information Returns or Annual Wage Reports, consists of 4 ancillary menus — File, Order By, Security, Tools.





The **Tools** menu, in particular, contains a variety of management tools that enable you to easily carry out many otherwise difficult tasks. For example, removing all 1099-NEC recipients who earned less than \$600 in Nonemployee compensation, or, recomputing Social Security and Medicare wages and withholding for all employees, or, printing all W-2 forms for a specific reporting state, just to name a few.


The first step in completing many of the tasks you encounter will generally involve a global manipulation of a form's *control indicators*. Control indicators, which are displayed along the top edge of each form's user interface, are defined below.


Control Indicators

 **VOID** — If checked, Account Ability skips the form during all processing. Void forms are similar to deleted forms that have not been removed from the database. *The VOID indicator is specific only to Account Ability and cannot be used to void returns previously sent to recipients, IRS, or SSA.*

 **Efile** — If checked, the form will be included in the next electronic transmittal file you create. *The Efile indicator applies to electronic filers only and can be ignored by plain paper filers.*


 **Printed** — If checked, the form is considered *already printed* and is not printed during the next print session.


 **CORR-G** — Forms 1098, 1099, 3921, 3922, 5498, W-2G — If checked, the form is either a 1-Transaction correction or the IDENTIFYING transaction of a 2-Transaction correction.


 **CORR-C** — Forms 1098, 1099, 3921, 3922, 5498, W-2G — If checked, the form is the CORRECTING transaction of a 2-Transaction correction.


Note

- 1-Transaction and 2-Transaction corrections are defined in the chapter [Correcting Information Returns](#)⁽¹⁰³⁾.

 **1096** — Forms 1098, 1099, 3921, 3922, 5498, W-2G — If checked, the form is included in the next 1096 transmittal you print. *This indicator applies to plain paper filers only and can be ignored by electronic filers.*

 **1094** — Forms 1095-B, 1095-C — If checked, the form is included in the next 1094 transmittal you print. *This indicator applies to plain paper filers only and can be ignored by electronic filers.*

 **W-3** — Form W-2 — If checked, the form is included in the next W-3 transmittal you print. *This indicator applies to plain paper filers only and can be ignored by electronic filers.*

 **W-3C** — Form W-2C — If checked, the form is included in the next W-3C transmittal you print. *This indicator applies to plain paper filers only and can be ignored by electronic filers.*

Control indicators are essential to how Account Ability processes a client's forms.

7.10.1 Control Procedures

The **Tools** menu includes a variety of *control procedures* designed specifically to manage a form's control indicators. Each control procedure can set (*check*) or clear (*uncheck*) a specific control indicator en masse. Control procedures also allow for the creation of an *optional* range that can be used to restrict the procedure.

Control Procedures

The following control procedures apply to all forms:

- Clear / Set Print Indicators
- Clear / Set Efile Indicators

- ▶ Clear / Set VOID Indicators

Form 1098, 1099, 3921, 3922, 5498 and W-2G control procedures:

- ▶ Clear Corrected Indicators
- ▶ Set Corrected (G) Indicators
- ▶ Set Corrected (C) Indicators
- ▶ Clear / Set 1096 Indicators

Form 1095-B, 1095-C control procedures:

- ▶ Clear / Set 1094 Indicators

Form W-2 control procedures:

- ▶ Clear / Set W-3 Indicators

Form W-2C control procedures:

- ▶ Clear / Set W-3C Indicators

The following two scenarios illustrate the power and simplicity of control procedures.

Scenario 1: After printing more than 25,000 W-2 forms across multiple reporting states you realize that Iowa's State ID was incorrectly reported. You return to the [State ID Page](#)^[36] of Client Management and correct the State ID but are now faced with the task of reprinting only those W-2s with a reporting state of IA.

Plan a Solution: Since all W-2s have been printed, the first step is to *set* each W-2's Printed indicator. Since all W-2s are affected, a range is not required. The next step is to *clear* the printed indicator on each W-2 with a reporting state of IA. Since the reporting state is restricted to IA, it will be necessary to define a range. Finally, print the W-2 forms. Only those W-2s with a reporting state of IA will print.

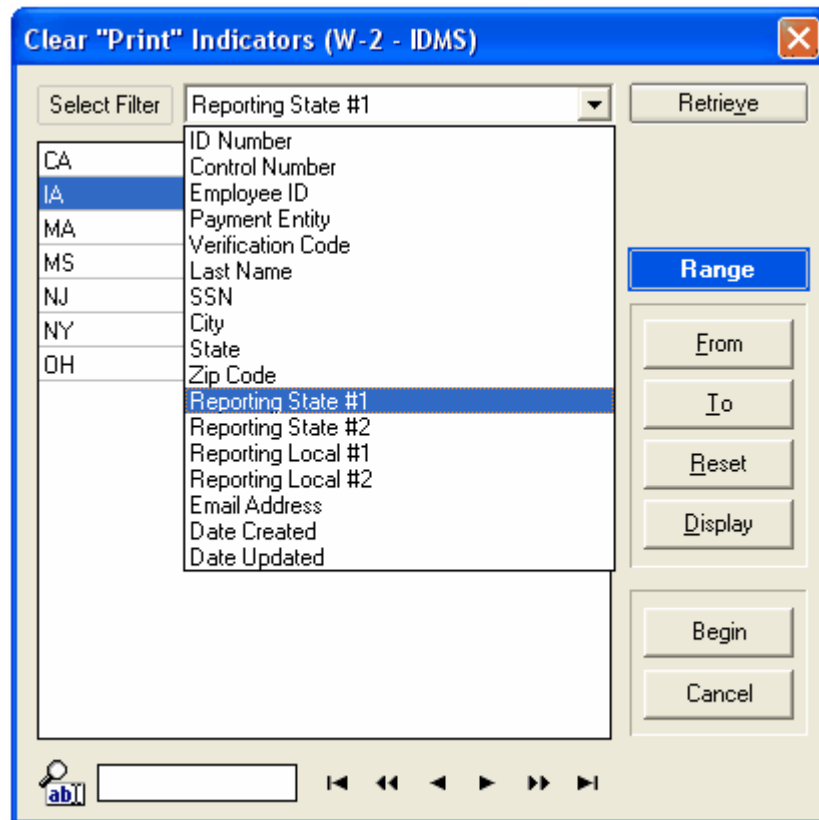
Execute the Plan:

- From the W-2 **Tools** menu, select **Set Print Indicators**.
- Since all forms will be affected, a range is not required. So, click **Begin**.
- Click **Yes** to proceed.

When done, the **Printed** indicator will be *checked* on each W-2 form.

- From the W-2 **Tools** menu, select **Clear Print Indicators**.
- Select *Reporting State #1* from the list of available filters.
- Click **Retrieve** to populate the list with available reporting states.
- Click **IA**.
- Click **From** to define the *start* of the range.
- Click **To** to define the *end* of the range.
- Click **Begin** to verify the range and proceed.

When done, the **Printed** indicator will be unchecked on each W-2 form having a *Reporting State #1* of IA. Since W-2 forms allow for the possibility of two reporting states, you should repeat the *second part* of the above solution for *Reporting State #2* as well.



Clear Print Indicators - Create Range Dialog

Scenario 2: After printing and e-filing all of your 1099-MISC returns you realize that you inadvertently forgot a few. You are now faced with the task of entering, printing and e-filing the missing returns.

Plan a Solution: Since the previously entered 1099-MISC forms have been printed and e-filed, you need to *set* each form's Printed indicator and *clear* each form's Efile indicator. Once done, you can enter, print and e-file the missing returns as usual.

Execute the Plan:

- From the 1099-MISC **Tools** menu, select **Set Print Indicators**.
- Since all forms will be affected, a range is not required. So, click **Begin**.
- Click **Yes** to proceed.

When done, the **Printed** indicator will be *checked* on each 1099-MISC form.

- From the 1099-MISC **Tools** menu, select **Clear Efile Indicators**.
- Since all forms will be affected, a range is not required. So, click **Begin**.
- Click **Yes** to proceed.

When done, the **Efile** indicator will be *unchecked* on each 1099-MISC form.

You can now enter, print and e-file the missing returns as usual.

7.10.2 Print Window

↳ **Tools** ↳ **Print Window...**

Provides a screen print of the selected recipient's return on ordinary copy paper.

 **Note**

- Screen prints are for your use only and cannot be filed with IRS.

7.10.3 Kill This File

↳ Tools ▶ Kill This File...

Use this selection to quickly delete all of the selected client's returns.

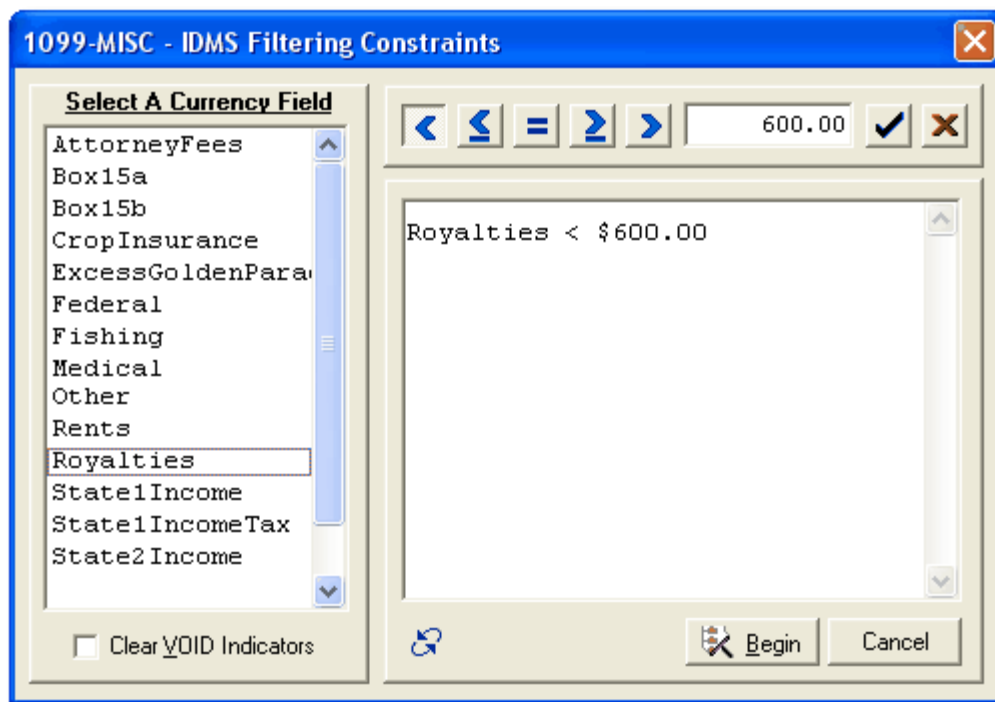
Note

- Deleted returns will be lost, so use this tool with caution.

7.10.4 Filtering

↳ Tools ▶ Filtering...

The **Filtering Tool** is ideal for removing returns based upon a *currency constraint*. For example, you may want to remove all 1099-NEC recipients who earned strictly less than \$600 in Nonemployee compensation for the year.



Filtering Constraints Dialog

In order to create the currency constraint for the example above,

- Select **Filtering** from the **Tools** menu.
- Select the *Nonemployee* **Currency Field**
- Select *strictly less than*, <
- Enter a threshold of 600.00
- Click the check mark to create currency constraint "Nonemployee < \$600.00"

Click **Begin** to filter all returns satisfying the currency constraint.

 **Notes**

- Multiple constraints must all be satisfied simultaneously.
- Filtered records are marked VOID, not deleted.

8 IRS TIN Matching

 **Module**  **TIN Matching**

The Internal Revenue Service's *Taxpayer Identification Number (TIN) Matching Program* was established for payers of Form 1099 income subject to the backup withholding provisions of section 3406(a)(1)(A) and (B) of the Internal Revenue Code. Prior to filing an information return, a Program participant may check the TIN furnished by the payee against the name/TIN combination contained in the Internal Revenue Service database maintained for the Program.

The IRS Office of Electronic Tax Administration offers two TIN Matching options:

Interactive TIN Matching - This process accepts up to 25 input name/TIN combination requests online. Results are returned to the user in real time.

Bulk TIN Matching - This process accepts electronic transmittal files containing up to 100,000 name/TIN combinations for matching.

The Interactive and Bulk TIN Matching Programs are established under the authority of Revenue Procedure 2003-9. Revenue Procedure 2003-9 expands the IRS authority provided under Revenue Procedure 97-31, to allow the on-line matching of taxpayer identifying information as provided by payers of income reported on Forms 1099-B, DIV, INT, MISC, NEC, OID and PATR.

[IRS e-Services](#) is a suite of web-based products that will allow tax professionals and payers to conduct business with the IRS electronically. IRS e-Services include Interactive TIN Matching and Bulk TIN Matching. Only approved IRS business partners are eligible to participate in e-Services, so you will have to register.

 **Note**

- If you are planning to use Account Ability's *optional* TIN Matching outsourcing service, you do not have to register for e-Services.

Account Ability creates BULK TIN transmittals pursuant to IRS Pub. 2108A. A single transmittal can contain name/TIN combinations for the *entire* family of information returns. Transmittal files are ultimately submitted to [IRS e-Services](#) or outsourced to Account Ability's optional TIN Matching service. In either case, the results are generally returned to you within 48 hours in the form of a *response file*, which Account Ability uses to print Forms W-9, First B-Notices, and/or W-9S.

 **Notes**

- Transmittal files that contain duplicate TINs run the risk of being locked out of IRS e-Services for 96 hours. Consequently, Account Ability automatically filters duplicate TINs from each transmittal. TINs that have been filtered are automatically included in subsequent transmittals, provided you *post* the results of each response file you receive. Posting is discussed in the topic [Response File Processing](#)^[88].
- Recipients who have not supplied a TIN are termed *missing TIN* recipients. You should make every effort to get a missing TIN recipient's taxpayer identification, else run the risk of an IRS penalty. To this end, Account Ability creates a *Missing TIN Response File*, which can be used to print W-9s for missing TIN recipients. For details, see the topic [How to Create a Missing TIN Response File](#)^[91].

 **Related Topics**

- [IRS e-Services Registration](#)^[88]
- [How to Create a BULK TIN Transmittal File](#)^[88]
- [Submitting and Renaming Transmittals](#)^[89]
- [Response File Processing](#)^[90]
- [How to Create a Missing TIN Response File](#)^[91]

8.1 Registration - IRS e-Services

➔ Module ➔ TIN Matching ➔ IRS e-Services Login/Registration

[IRS e-Services](#) is a suite of web-based products that will allow tax professionals and payers to conduct business with the IRS electronically. IRS e-Services include *Interactive TIN Matching* and *Bulk TIN Matching*. Only approved IRS business partners are eligible to participate in e-Services, so you will have to register.

From the Module menu,

- Select **TIN Matching**
- Select **IRS e-Services Login/Registration**

This will launch the **e-services - Online Tools for Tax Professionals** website.

Follow the link to [Registration Services](#).

Note

- If you are planning to use Account Ability's *optional* TIN Matching outsourcing service, you do not have to register for e-Services. For pricing, see the [Order](#) link at www.IDMSInc.com.

8.2 How to Create a BULK TIN Transmittal

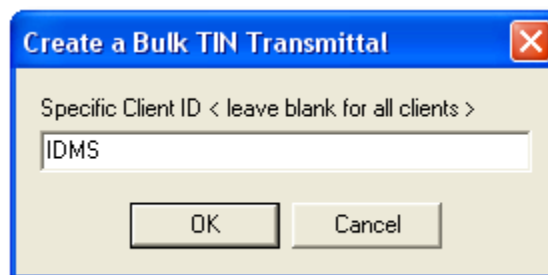
➔ Module ➔ TIN Matching ➔ Create a BULK TIN Transmittal

Bulk TIN Matching requests are always made via a **BULK TIN** transmittal file compliant with IRS Pub. 2108A. **BULK TIN** transmittals are ultimately submitted to [IRS e-Services](#) or Account Ability's optional TIN Matching Service. Results are generally returned within 48 hours.

From the Module menu,

- Select **TIN Matching**
- Select **Create a BULK TIN Transmittal**

BULK TIN transmittal files can be created for specific clients or all clients, as seen below.



If a *Specific Client ID* is requested, a transmittal named **BULK TIN-Client ID.txt**, containing only the requested client's recipients, is created. Otherwise, a transmittal named **BULK TIN.txt**, containing recipients for *all* clients is created.

Notes

- The *Specific Client ID* always defaults to the *selected* client (See the **Active Client Panel** of the [Status Bar](#) ^[11]).
- If the **Active Client Panel** displays **NO CLIENT**, the *Specific Client ID* defaults to the client who is highlighted on the [Client Management](#) ^[31] window.
- In order to generate a transmittal for *all* clients, erase the *Specific Client ID* field.
- If desired, you can override the *Specific Client ID* by typing in another Client ID.

◆ In the illustration above, a transmittal named **BULK TIN-IDMS.txt** will be created. This transmittal will contain only those recipients of information returns for client IDMS who require testing.

Transmittal files contain only those recipients of information returns whose name/TIN combination is queued as *ready for testing* (see the **TIN Status Panel** in [The Status Bar](#)^[11] section of **The User Interface**).

Note

- In an effort to avoid a possible 96 hour lockout by IRS e-Services, only unique TINs are written to each transmittal file you create. Duplicates not tested are automatically tested in subsequent transmittals.

8.3 Submitting and Renaming Transmittals

BULK TIN transmittals are submitted to [IRS e-Services](#) or Account Ability's optional TIN Matching Service.

Submitting to IRS e-Services

➔ [Module](#) ➔ [TIN Matching](#) ➔ [IRS e-Services Login/Registration](#)

From the Module menu,

- Select **TIN Matching**
- Select **IRS e-Services Login/Registration**
- Login with your *username* and *password*
- Select your organization
- Select **TIN Matching** from the **Services Menu**
- Select **Bulk TIN Session**
- Locate the **BULK TIN** transmittal you created
- Click the **Upload** button
- Copy the *session tracking number* to the clipboard or jot it down
- Proceed to **Renaming a BULK TIN Transmittal** below.

Submitting to Account Ability's TIN Matching Service

➔ [Module](#) ➔ [Outsourcing Services](#) ➔ [TIN Matching Service](#)

From the Module menu,

- Select **Outsourcing Services**
- Select **TIN Matching Service**
- Locate the **BULK TIN** transmittal file to be processed
- Your transmittal will be encrypted and attached to an email
- Enter your **TIN Matching Order Number**
- Send the email.

Your encrypted transmittal file will be emailed to Account Ability's TIN Matching Service. An email containing the *session tracking number* will be sent to you within 24 hours.

Renaming a BULK TIN Transmittal

Each transmittal you submit is assigned a *session tracking number*. Always rename your transmittal to the *session tracking number* using the following instructions.

➔ [Module](#) ➔ [TIN Matching](#) ➔ [Rename a BULK TIN Transmittal](#)

From the Module menu,

- Select **TIN Matching**
- Select **Rename a BULK TIN Transmittal**
- Locate the **BULK TIN** transmittal to be renamed
- Click **Open**
- Enter the *session tracking number*
- Click **OK**

Notes

- TIN Matching results are generally returned to you within 48 hours in a *response* file.
- You will receive an email *either* from IRS e-Services or Account Ability's TIN Matching Service once your *response* file is ready.
- The topic on [Response File Processing](#)^[90] explains how to pick up and process your *response* file.

8.4 Response File Processing

➔ [Module](#) ➔ [TIN Matching](#) ➔ [Open a BULK TIN \(Missing TIN\) Response File](#)

The TIN Matching Program provides a numerical *response code* (0-8) for each matching request you make.

■ Response Codes

- **0** - Name/TIN combination matches IRS records
- **1** - Missing TIN or TIN not 9-digit numeric
- **2** - TIN not currently issued
- **3** - Name/TIN combination does NOT match IRS records
- **4** - Invalid request
- **5** - Duplicate request
- **6** - Matched on SSN, when the TIN type is unknown, and a matching TIN and name control is found only on the NAP DM1 database
- **7** - Matched on EIN, when the TIN type is unknown, and a matching TIN and name control is found only on the EIN N/C database
- **8** - Matched on SSN and EIN, when the TIN type is unknown, and a matching TIN and name control is found on both the NAP DM1 and the EIN N/C databases

The [Interactive TIN Matching Program](#)^[87] returns response codes in real time. The [Bulk TIN Matching Program](#)^[87] returns response codes via a *results* file.

■ Notes

- If you submitted a BULK TIN transmittal directly to [IRS e-Services](#), the *response* file will be sent to a secure mailbox at e-Services and you will be notified via an email with a subject line similar to "TIN Bulk Mail tracking number is *tracking number*". You will have 30 days to access and download the results.
- If you submitted a BULK TIN transmittal to Account Ability's TIN Matching Service, the *response* file will be encrypted and sent to you via email.
- Missing TIN Response files are ready for processing immediately.
- Due to privacy issues, IRS will not divulge an entity's name or TIN.

■ Opening a Response File

From the Module menu,

- Select **TIN Matching**
- Select **Open a BULK TIN/Missing TIN Response File**
- **Select a response file...** Select *BULK TIN Results* or *Missing TINs* from the **Files of type** drop down list
- Locate the **Response** file
- Click **Open**

Account Ability will verify and display the results contained within the response file you select.

■ Notes

- **BULK TIN Test Results Only** - If there are many '0' responses (*matches IRS records*) you could choose to suppress them from the display by checking the **Suppress IRS Matches** indicator.

To print a **Response File Processing Report**, click the **Print** button.

To print W-9 forms and/or First B-Notices, click the **Print W-9** button. W-9s can be printed for the selected recipient only or any combination of response codes. As each W-9/W-9S form is printed, the date printed is automatically recorded on each recipient's return. W-9/W-9S forms have been designed to fit window envelope

DW19W when folded on the designated 'fold' lines.

Notes

- W-9s do not print for response code '0' (*matches IRS records*).
- If requested, First B-Notices print for response code '3' only.
- To print a W-9 for a specific recipient, select the recipient before clicking the Print W-9 button.
- The user interface for information returns contains a W-9 button that will display the date printed.
- W-9S forms are only printed for recipients of Form 1098-E, 1098-T.

Posting Results. BULK TIN response files should always be posted to Account Ability's database. Posting ensures that a recipient's name/TIN combination is not tested again unless a change has been made to his name or TIN. You cannot post results for Missing TIN Response files.

8.5 How to Create a Missing TIN Response File

➔ [Module](#) ➔ [TIN Matching](#) ➔ [Create a Missing TIN Response File](#)

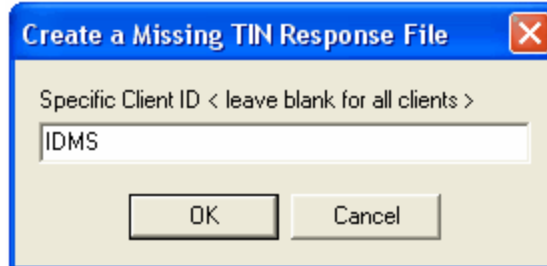
What is a Missing TIN Response File?

A *Missing TIN Response File* is similar to an IRS BULK TIN response file in theory, however, it is created by Account Ability, not by [IRS e-Services](#). Its sole purpose is to enable filers to track and print W-9s for missing TIN recipients. Unlike BULK TIN transmittals, Missing TIN Response Files are not submitted to IRS e-Services. Instead, they are processed immediately by Account Ability's [Response File Processing](#)^[90] module.

From the Module menu,

- Select **TIN Matching**
- Select **Create a Missing TIN Response File**

Missing TIN Response Files can be created for specific clients or all clients, as seen below.



If a **Specific Client ID** is requested, a response file named **MISSING_TIN_Client ID.txt**, containing only the requested client's missing TIN recipients, is created. Otherwise, a response file named **MISSING_TIN.txt**, containing missing TIN recipients for all clients is created. In either case, the resulting response file can be processed immediately using the [Response File Processing](#)^[90] module.

◆ In the illustration above, a response file named **MISSING_TIN_IDMS.txt** will be created. This response file will contain all missing TIN recipients for client IDMS.

9 Electronic Reporting

Any corporation, partnership, employer, estate, and/or trust, who is required to file 250 or more information returns or annual wage reports must file electronically (EFile) or risk the possibility of a penalty. Information returns are transmitted through the [IRS FIRE System](#)^[106]; Affordable Care Act (ACA) 1094/1095 returns are transmitted through the [Affordable Care Act Information Returns \(AIR\) Program](#); Annual wage reports are transmitted through the [SSA Business Services Online \(BSO\)](#)^[107]. In each case, a *compliant transmittal file* (i.e. a collection of information returns, ACA returns, or annual wage reports formatted pursuant to IRS or SSA specifications) is required.

Account Ability creates compliant transmittals as follows: Information returns 1098, 1099, 3921, 3922, 5498, and W-2G are *always* written to [IRS Pub. 1220](#) compliant transmittal files named **IRSTAX**; Annual wage

reports W-2 (W-2C) are *always* written to [SSA EFW2 \(EFW2C\)](#) compliant transmittal files named **W2REPORT**; ACA returns 1094/1095 are always written to IRS Pub. [5165](#), [5258](#) compliant transmittal files whose names are managed by the *Manifest Management and Testing* module.


- **IRSTAX:** A single IRSTAX transmittal can contain any combination of information returns for any number of filers. By default, IRSTAX is created in the folder **IRS**, which is located within Account Ability's installation folder. IRSTAX transmittals are ultimately filed with **The IRS FIRE System**, either directly or via **Account Ability's (Optional) EFILE Service**.
- [Click here for Simple EFILE Instructions](#)^[100]
- **W2REPORT (W-2):** A single W2REPORT transmittal can contain **W-2s** for any number of employers. By default, W2REPORT is created in the folder **SSA_W2**, which is located within Account Ability's installation folder. W2REPORT transmittals are ultimately filed with **The Social Security Administration's Business Services Online (BSO)**, either directly or via **Account Ability's (Optional) EFILE Service**.
- [Click here for Simple EFILE Instructions](#)^[101]
- **W2REPORT (W-2C):** A single W2REPORT transmittal can contain **W-2 CORRECTIONS** for any number of employers. By default, W2REPORT is created in the folder **SSA_W2C**, which is located within Account Ability's installation folder. W2REPORT transmittals are ultimately filed with **The Social Security Administration's Business Services Online (BSO)**, either directly or via **Account Ability's (Optional) EFILE Service**.
- [Click here for Simple EFILE Instructions](#)^[101]
- **ACA Transmittals:** A single ACA transmittal contains *either* 1094/1095-B or 1094/1095-C returns for a *single* filer. ACA transmittals are managed by the *Manifest Management and Testing* module where they are manifested and uploaded to **IRS AIR** either directly or via **Account Ability's (Optional) EFILE Service**.
- [Click here for Simple EFILE Instructions](#)^[102]

The next section, [Electronic Reporting Options](#)^[92], discusses the first step in creating or appending a transmittal file.

9.1 Electronic Reporting Options

↳ File ➔ Electronic Reporting

To create or append a transmittal file,

- [Open the tax forms to be reported](#)^[51]
- Click  on [the recipient toolbar](#)^[12], or
- Select **Electronic Reporting** from the **File** menu, or
- Depress **CTRL+E**

The **Electronic Reporting Options** will be displayed.

The Electronic Reporting Options depend upon forms to be reported:

- [Information Returns \(1098, 1099, 3921, 3922, 5498, W-2G\)](#)^[92]
- [Annual Wage Reports \(W-2\)](#)^[94]
- [Annual Wage Reports \(W-2C\)](#)^[97]
- [ACA Information Returns \(1095-B, 1095-C\)](#)^[99]

9.2 1098, 1099, 3921, 3922, 5498, W-2G

In addition to creating/appending an IRSTAX transmittal file, the **Electronic Reporting Options** for information returns provides functionality to **Edit Transmitter** and **Correspondence** information, specify a new destination folder for the IRSTAX transmittal file, create **Test** files, and exclude specific states and/or foreign entities.

- ◆ Many states will accept IRS Pub. 1220 transmittals. If your state is among the list, you can use this dialog to create a *state specific transmittal* to be transmitted directly to your state's Dept. of Revenue (see the section on **Specific State Reporting** below).

1098, 1099, 3921, 3922, 5498, W-2G Electronic Reporting

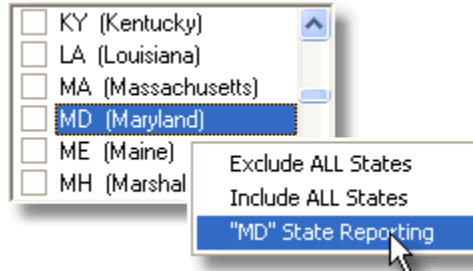
- Either **Edit** button launches the [Transmitter](#) information dialog.
- Use the *select folder* button to change the *Destination Folder* for the IRSTAX transmittal file.
- Use the *explore* button to explore the selected *Destination Folder*.
- The **Year** displays the reporting year to be used.
- Reporting years other than 2021 are displayed in red.
- The **Test File** indicator should be used only when testing with IRS FIRE.
- Use the **States to Exclude** check list only if you need to exclude specific reporting states from this reporting session. In the illustration above, reporting states Montana and North Carolina will be *excluded*.
- Use the **Exclude foreign entities** check box if you need to exclude foreign recipients.
- The **Type of File** group designates the type of returns to be appended - Originals or Corrections.
- *Corrections must be appended in two steps* - Correction (G) followed by Correction (C).
- Click the OK button.
- If an IRSTAX transmittal does not exist in the *Destination Folder*, one will be created. Otherwise, its contents will be displayed and you will have the option to append.
- Continue in this manner until you have appended all information returns to be reported.
- Your completed IRSTAX transmittal is now ready for submission and renaming.

[Submitting and Renaming Instructions](#)

Specific State Reporting

Many states will accept IRS Pub. 1220 transmittals. If yours is among the list, you can use this dialog to create a state specific transmittal to be transmitted directly to your state's Dept. of Revenue. It is essential that each reporting state's **State ID** is properly recorded in the client's [State ID](#) table. Refer to your state's Dept. of Revenue procedures for proper formatting of **State ID** numbers. For your convenience, [Dept. of Revenue links](#) are available on www.IDMSInc.com (see **Resources**).

In order to create a state specific transmittal, *right-click directly* on the state in the **States to Exclude** check list. From the popup menu, select **"XX" State Reporting**, where **XX** is the desired state. In the illustration below, specific state reporting is desired for the state of Maryland ("MD").



Specific State Reporting (Maryland)

Account Ability will check (*exclude*) all states in the list, with the exception of "XX". Click the **OK** button to prepare the desired transmittal. Unlike IRS transmittals, which are named IRSTAX, *state specific* transmittals are named IRSTAX_CLIENTID_FORMID_XX.TXT, where CLIENTID is the selected client's Client ID, FORMID is the form being reported, and XX is the reporting state.

Notes

- Iowa state transmittals of information returns are named **IAIR-BENUMBER-YYYYMMDDHHMM.txt** where BENUMBER = Business eFile Number assigned by the Iowa Dept. of Revenue, YYYY = YEAR, MM = month, DD = day, HH = hour, MM = minute, e.g. IAIR-12345678-202112080147.txt
- Oklahoma state transmittals are named **FORM_001_2021_EIN.txt**, e.g. 1099MISC_001_2021_123456789.txt
- Specific state transmittals cannot be appended.
- Account Ability's (Optional) EFILE Service cannot submit state transmittal files.

Related Topics

- [Simple E-FILE Instructions \(IRS\)](#) ⁽¹⁰⁰⁾

9.3 Annual Wage Reports (W-2)

In addition to creating/appending the W2REPORT transmittal file, the **Electronic Reporting Options** provides functionality to **Edit Submitter** and *Correspondence* information, specify a new destination folder for the W2REPORT transmittal file and exclude specific states and/or foreign entities.

◆ Many states will accept EFW2 transmittals. If your state is among the list, you can use this dialog to create a *state specific transmittal* to be transmitted directly to your state's Dept. of Revenue. The [next section](#) ⁽⁹⁵⁾ discusses specific state wage reporting in more detail.

Annual Wage Reports (W-2) Electronic Reporting

- Either **Edit** button launches the [Submitter](#) information dialog.
- Use the **select folder** button to change the *Destination Folder* for the W2REPORT transmittal file.
- Use the **explore** button to explore the selected *Destination Folder*.
- Use the **States to Exclude** check list if you need to **exclude** specific reporting states from this reporting session. In the illustration above, reporting states Illinois, Indiana, and Kansas will be excluded.
- Use the **Exclude foreign entities** check box if you need to exclude foreign employees.
- If you are resubmitting previously reported W-2s, complete the **Resubmittal Info.** group.
- Click the OK button.
- If a W2REPORT transmittal does not exist in the *Destination Folder*, one will be created. Otherwise, its contents will be displayed and you will have the option to append.
- Continue in this manner until you have appended all W-2s to be reported.
- Your completed W2REPORT transmittal is now ready for submission and renaming.

[Submitting and Renaming Instructions](#)

Related Topics

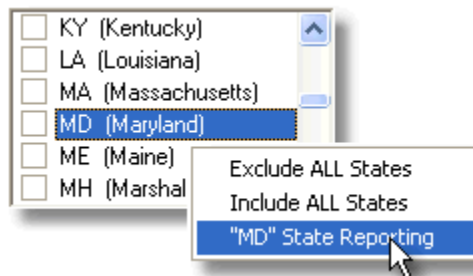
- [Specific State Wage Reporting](#)
- [Simple E-FILE Instructions \(SSA\)](#)

9.3.1 State Wage Reporting (W-2)

Many states will accept SSA EFW2 specifications for electronic reporting. If your state is among the list, the **Electronic Reporting Options** dialog can create an annual wage report that you can submit to your state's Dept. of Revenue. It is essential that each reporting state's **State ID** is properly recorded in the client's [State ID](#) table. Refer to your state's Dept. of Revenue procedures for proper formatting of **State ID** numbers. For your convenience, [Dept. of Revenue links](#) are available on www.IDMSinc.com (see **Resources**).

In order to create an annual wage report for a specific state, **right-click** directly on the state in the **States to**

Exclude check list. From the popup menu, select **"XX" State Reporting**, where **XX** is the desired state. In the illustration below, specific state reporting is desired for the state of Maryland ("MD").



Specific State Reporting

Account Ability will check (*exclude*) all states in the list, with the exception of "XX". Click the **OK** button to prepare the desired transmittal. Unlike federal reports, which are named W2REPORT by default, state wage reports are named W2REPORT_CLIENTID_XX.TXT, where CLIENTID is the selected client's Client ID, and XX is the reporting state.

Note

- Iowa wage reports are named **IAW2-BENUMBER-YYYYMMDDHHMM.txt** where BENUMBER = Business eFile Number assigned by the Iowa Dept. of Revenue, YYYY = YEAR, MM = month, DD = day, HH = hour, MM = minute, e.g. IAW2-12345678-202112080147.txt
- Oklahoma state transmittals are named **W2_001_2021_EIN.txt**, e.g. W2_001_2021_123456789.txt

Specific State Reporting Parameters

Some states require specific information to be reported, which is not available on Form W-2. Account Ability includes some optional parameters that you can specify in order to fulfill these requirements. These optional parameters can be entered on *any* line in box 14.

Kansas

KPER - Amount of employee contribution to KPERS KP & F and Judges (e.g. KPER 12345.67)

Maine

MPER - Maine Public Employees Retirement System Contributions (e.g. MPER 12345.67)

Maryland

WHAL - Number of exemptions claimed on Form W-4 (e.g. WHAL 3)
Account Ability includes an interface to *required* Form MW508.

New Jersey

PP# - Private Disability Plan No. (e.g. PP# Plan ID)

UI/HC/WF - Combined UI, Health Care, Workforce (e.g. UI/HC/WF 12345.67)

DI - Disability Insurance Withheld (e.g. DI 12345.67)

Notes

- If the employer has a private **Family Leave Insurance** plan approved by the New Jersey Dept. of Labor, enter the plan ID (**FLI PPI #**) as the **State ID Number** for **State Code 99** on the employer's [State ID Page](#)³⁶.
- Family Leave Insurance Withheld* must be entered in the **State Income Tax** field on Form W-2 for **State Code 99**.

New York

SUIWG - SUI Wages for Quarter 4 (e.g. SUIWG 1234.56)

Notes

- State wage report files cannot be validated using AccuWage.
- State wage report files cannot be appended.
- Account Ability's (Optional) EFILE Service cannot submit state wage reporting files.

9.4 Annual Wage Reports (W-2C)

In addition to creating/appending the W2REPORT transmittal file, the **Electronic Reporting Options** provides functionality to **Edit Submitter** and *Correspondence* information, specify a new destination folder for the W2REPORT transmittal file and exclude specific states and/or foreign entities.

Annual Wage Reports (W-2C) Electronic Reporting

- Either **Edit** button launches the [Submitter](#) information dialog.
- Use the *select folder* button to change the *Destination Folder* for the W2REPORT transmittal file.
- Use the *explore button* to explore the selected *Destination Folder*.
- Use the **States to Exclude** check list if you need to exclude specific reporting states from this reporting session.
- Use the **Exclude foreign entities** check box if you need to exclude foreign employees. In the illustration above, foreign employees will be excluded.
- If you are resubmitting previously reported W-2Cs, complete the **Resubmittal Info.** group.
- Continue in this manner until you have appended all W-2Cs to be reported.
- Click the OK button.
- If a W2REPORT transmittal file does not exist, it will be created.
- If a W2REPORT transmittal already exists, you will have the option to append it.
- Your completed W2REPORT transmittal is now ready for submission and renaming.

[Submitting and Renaming Instructions](#)

Related Topics

- [Simple E-FILE Instructions \(SSA\)](#)

9.5 Submitting and Renaming Transmittals

Submitting to Account Ability's (Optional) EFILE Service


If you ordered Account Ability's (Optional) EFILE Service, select the appropriate service to be used from the **Outsourcing Services** selection on the **Module** menu. Locate your transmittal, enter your Order number and Email, then click **Submit**. Simple instructions for sending your transmittal to Account Ability's (Optional) EFILE Service will be displayed. You will receive multiple correspondences from Account Ability's (Optional) EFILE Service for each transmittal you submit. *It is essential that you follow the instructions within each correspondence.*

Submitting and Renaming Transmittals Yourself

If you did not order Account Ability's (Optional) EFILE Service, the following instructions explain how to upload transmittals W2REPORT and/or IRSTAX yourself. Annual Wage Reports (W2REPORT) are uploaded to the **SSA Business Services Online (SSA BSO)**; Information Returns (IRSTAX) are uploaded to the **IRS FIRE System**.

Submitting and Renaming W2REPORT Transmittals

- Select **SSA Business Services Online** from the **Module** menu.
- Click **Log In**.
- Enter your **User ID** and **Password**.
- Click **Log In** in order to access the Main Menu.
- Select **Report Wages to Social Security**.
- If you are *checking submission status*, skip to **Submission Status** below.
- Otherwise, click the **Upload Formatted Wage File** tab.
- Click **Submit/Resubmit a Formatted Wage File**.
- Read the *Before You Start* information, and then click **Continue**.
- *What's in the File?* Answer these questions before clicking **Continue**.
- Submit Your File. Browse to the W2REPORT file and click **Submit** to upload your transmittal.
- *After the upload is complete, print a copy of the Receipt page.*
- The receipt page contains a 6 character **Wage File Identifier (WFID)**.
- Select **Rename a W2REPORT File** from the **Module** menu.
- Locate the W2REPORT transmittal and click the **Open** button.
- Enter the 6 character **WFID** exactly as it appears on your Receipt page.

 *Always rename your transmittal to the WFID.*



- ◆ The results of your submission are generally posted to SSA BSO within 1 week.
- ◆ To check your results, repeat the above steps up to checking submission status.

Submission Status: Click the **Search by WFID** tab and click **Continue**. The status of your submission will be one of the following: **RECEIVED** (your transmittal has not been processed yet); **IN PROCESS** (your transmittal is now being processed by SSA); **COMPLETE** (your transmittal has been accepted by SSA); **RETURN** (your transmittal contains errors and must be replaced).

Submitting and Renaming an IRSTAX Transmittal

- Select **IRS FIRE System** from the **Module** menu.
- Select **Log On** from the IRS FIRE System menu.
- Enter your **User ID** and **Password**.
- Click **Continue** in order to access the Main Menu.
- Select **Send Information Returns**.
- Enter your **TCC** and **TIN**.
- Verify your *Filing Information* and click **Accept**.
- Select a **File Type** and enter your **PIN**.
- Browse to the IRSTAX transmittal file.
- Click **Open** to upload the IRSTAX transmittal to the IRS.
- *After the upload is complete, print a copy of the receipt page.*
- Your **Receipt ID** is the name that the IRS has assigned (e.g. ORIG.TCCNO.0001 for ORIGINALS, CORR. TCCNO.0004 for CORRECTIONS, REPL.TCCNO.0121 for REPLACEMENTS).
- Select **Rename an IRSTAX/IRS8809 File** from the **Module** menu.
- Locate the IRSTAX transmittal and click the **Open** button.
- Enter the **Receipt ID** exactly as assigned by IRS.

 Always rename your transmittal to the Receipt ID.

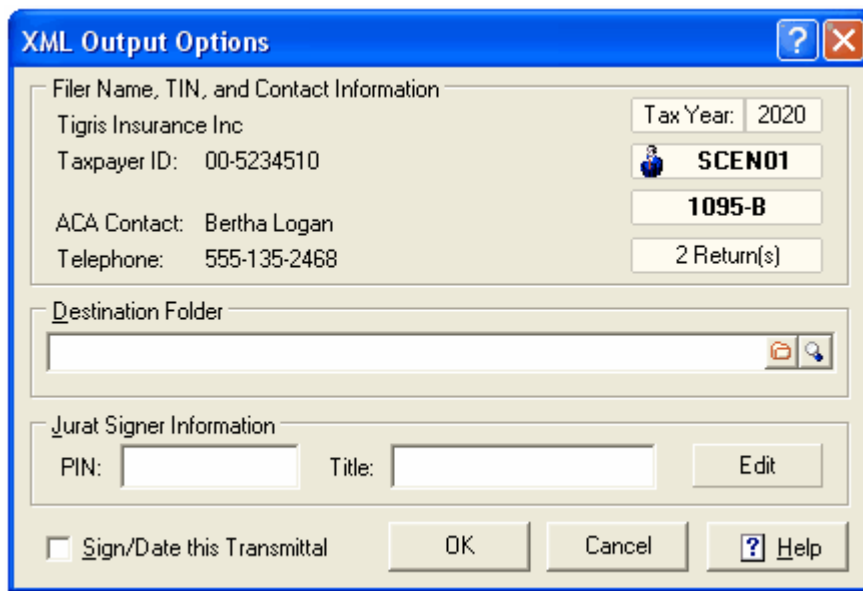
-  The results of your submission will be emailed to you by IRS.
-  You can check the results yourself by selecting Check Status on the IRS FIRE System's Main Menu.

Related Topics

- [Simple E-FILE Instructions \(IRS\)](#) ^[100]
- [Simple E-FILE Instructions \(SSA\)](#) ^[101]

9.6 ACA Returns 1094/1095

Use the **XML Output Options** dialog to specify the *Destination Folder* for the XML transmittal file and/or *Jurat Signer Information*.



XML Output Options

The **Filer Name, TIN, and Contact Information** group displays information about the filer, ACA contact, reporting year, type of returns, and total returns to be reported. Except for the total returns to be reported, if any of the information in this group is incorrect, click **Cancel** and make the necessary changes using the **Edit Filer** selection on the **File** menu.

Notes

- 1095-C filers will first need to complete Parts I-IV the **Form 1094-C Options** that are displayed.
- If the total returns to be reported does not agree with the total number of returns in your file, click **Cancel** and check the status of the Void and Efile indicators on each return. In order for a return to be reported, it must not be marked **Void** and its **Efile** indicator must be checked.
- The total returns to be reported will *always* show 0 when correcting a **1094-C Authoritative Transmittal**.

When **OK** is clicked, a *temporary* transmittal file is written to the **Destination Folder** using the following naming convention:



ClientID_forrtype_taxyear_mmddyyyyhhmmss.xml

where mmddyyyy and hhmmss are the date and time created, respectively.

For example,

SCEN01_1095-B_2016_02252016142932.xml

would be the name of the temporary transmittal created on 02/25/2016 at 2:29:32 PM for the 2016 1095-B returns shown in the illustration above.

- Use the *select folder* button  to change the *Destination Folder*.
- Use the *explore* button  to explore the *Destination Folder*.

Each temporary transmittal file contains a single 1094 submission that can be electronically signed at your option. The **Jurat Signer Information** group specifies the *Personal Identification Number* (numeric PIN) and *Title* of the signer.

Sign/Date this Transmittal - If checked, this transmittal's 1094 submission is electronically signed and dated using the specified Jurat's PIN and Title.

Click OK to generate your XML transmittal file. If successful, your transmittal will be ready for manifesting prior to uploading to the IRS AIR system. Tools for *Creating, Manifesting, and Uploading Transmittals to the IRS AIR System* are available on the button bar of the **Manifest Management and Testing** module (see the **Module** menu).

Related Topics

- [Simple E-FILE Instructions \(ACA\)](#) 

9.7 Simple EFILE Instructions


9.7.1 IRS FIRE (Information Returns)

The following instructions apply to filers of information returns (1098, 1099, 3921, 3922, 5498, W-2G).

E-Filing with Account Ability involves 3 simple steps.

 *In order to avoid the possibility of duplicate filing, follow each step precisely:*

1) Create the IRSTAX transmittal file:

- Select a client from the **Client (Filer) Management** module.
- Open the returns to be reported (e.g. 1098, 1099, 3921, 3922, 5498, W-2G).
- Select **Electronic Reporting** from the **File** menu to display the [Electronic Reporting Options](#)  dialog.
- *Suggestion* - Click the **Help** button in order to familiarize yourself with this dialog.
- Select a **Destination Folder** (this is where the IRSTAX transmittal will be created).
- Do not check any states to exclude.
- Click the **OK** button.
- *If an IRSTAX transmittal file does not exist, one will be created.* Otherwise, you will have the option to append the returns to the existing IRSTAX transmittal file.
- Repeat the above steps for each client until all returns have been written to the IRSTAX transmittal file.
- Select **Prepare IRS Transmittal 4804** from the **Module** menu. Open the IRSTAX transmittal file and select **Print 4804** from the **File** menu. *Although IRS no longer requires Form 4804, you will find this 1-page report useful for tracking each transmittal you submit to the IRS FIRE System.*
- Select **View/Delete Filers from a Transmittal** from the **Module** menu and open transmittal IRSTAX. Print this listing and attach it to Form 4804. This provides a detailed list of the total B-Records reported on Form 4804.


2) Upload the IRSTAX transmittal to the IRS FIRE System:

- Select **IRS FIRE System** from the **Module** menu.
- Select **Log On** from the IRS FIRE System menu.
- Enter your **User ID** and **Password** (*Try using the **Fill-In** button to retrieve this information*).
- Click **Continue** in order to access the Main Menu.
- Select **Send Information Returns**.
- Enter your **TCC** and **TIN** (*Try using the **Fill-In** button to retrieve this information*).
- Verify your *Filing Information* and click **Accept**.
- Select a **File Type** and enter your **PIN** (*Try using the **Fill-In** button to retrieve this information*).
- Browse to the IRSTAX transmittal file.
- Click **Open** to upload the IRSTAX transmittal to the IRS.
- *After the upload is complete, print a copy of the receipt page.*

- Attach your receipt page to Form 4804 printed in step (1).
- Your **Receipt ID** is the name that the IRS has assigned to your transmittal (e.g. ORIG.TCCNO.0001 for ORIGINALS, CORR.TCCNO.0004 for CORRECTIONS, REPL.TCCNO.0121 for REPLACEMENTS).
- Write your Receipt ID on Form 4804 under the heading **IRS Filename**.

3) Very Important - Rename the IRSTAX transmittal:

- Select **Rename an IRSTAX/IRS8809 File** from the **Module** menu.
- Locate the IRSTAX transmittal and click the **Open** button.
- Enter the **Receipt ID** exactly as assigned by IRS (e.g. ORIG.TCCNO.1234, etc.)

 *Failing to rename your transmittal will result in duplicate reporting on future filings!*

- ◆ The results of your submission will be emailed to you within 48 hours.
- ◆ Attach a copy of the email to Form 4804 and retain for a period of 5 years.

9.7.2 SSA BSO (Annual Wage Reports)

The following instructions apply to filers of annual wage reports (W-2, W-2C).

E-Filing with Account Ability involves 3 simple steps.

◆ *In order to avoid the possibility of duplicate filing, follow each step precisely:*

1) Create the W2REPORT transmittal file:

- Select a client from the **Client (Filer) Management** module.
- Open the W-2 or W-2C returns to be reported.
- Select **Electronic Reporting** from the **File** menu to display the [Electronic Reporting Options](#) dialog.
- Suggestion - Click the **Help** button in order to familiarize yourself with this dialog.
- Select a **Destination Folder** (this is where the W2REPORT transmittal will be created).
- Do not check any states to exclude.
- If you are resubmitting a previously reported Wage File, check the **Resubmission** indicator and enter the Wage File Identifier (WFID).
- Click the **OK** button.
- *If a W2REPORT transmittal file does not exist, one will be created.* Otherwise, you will have the option to append the filer to the existing transmittal. The option to append is up to you.
- Repeat the above steps for each client until all returns have been written to the W2REPORT transmittal file.
- Select **Prepare SSA Transmittal W-2 (W-2C)** from the **Module** menu. Open the W2REPORT transmittal file and select **Print SSA W-2 (W-2C) Report** from the **File** menu. *You will find this 1-page report useful for tracking each transmittal you submit to the SSA Business Services Online.*
- **Select View/Delete Filers from a Transmittal** from the **Module** menu and open transmittal W2REPORT. Print this listing and attach it to the SSA Report printed above.


2) Upload the W2REPORT transmittal to the SSA Business Services Online (SSA BSO):

- Select **SSA Business Services Online** from the **Module** menu.
- Click **Log In**.
- Enter your User ID and Password (*Try using the **Fill-In** button to retrieve this information*).
- *User Certification:* Make sure you have read and agreed to the terms.
- Click **Log In** in order to access the Main Menu.
- Select **Report Wages to Social Security**.
- If you are *checking submission status*, skip to **Submission Status** below.
- Otherwise, click the **Upload Formatted Wage File** tab.
- Click **Submit/Resubmit a Formatted Wage File**.
- Read the *Before You Start* information, and then click **Continue**.
- *What's in the File?* Answer these questions before clicking **Continue**.
- Submit Your File. Browse to the W2REPORT file and click **Submit** to upload your transmittal.
- *After the upload is complete, print a copy of the Receipt page.*
- The receipt page contains a **Wage File Identifier (WFID)** that you will record in the next step.

3) Very Important - Rename the W2REPORT transmittal:

- Select **Rename a W2REPORT File** from the **Module** menu.
- Locate the W2REPORT transmittal and click the **Open** button.

- Enter the **Wage File Identifier (WFID)** exactly as it appears on your Receipt page.

 *Failing to rename your transmittal will result in duplicate reporting on future filings!*

- ◆ The results of your submission are generally posted to SSA BSO within 1 week.
- ◆ To check your results, repeat step (2) up to *checking submission status*.


Submission Status: Click the **Search by WFID** tab and click **Continue**. The status of your submission will be one of the following: **RECEIVED** (your transmittal has not been processed yet); **IN PROCESS** (your transmittal is now being processed by SSA); **COMPLETE** (your transmittal has been accepted by SSA); **RETURN** (your transmittal contains errors and must be replaced. In this case, contact Account Ability Technical Support at 800-582-5831 for assistance).

9.7.3 IRS AIR (ACA 1094/1095)

Account Ability manages ACA electronic (XML) transmittals in a centralized *Manifest Management and Testing* (MMT) module, accessible from the **Module** menu. Each electronic transmittal you create is written to MMT for your review prior to manifesting. Once manifested, your transmittal file is renamed pursuant to IRS Form File specifications. The resulting Manifest and Form file are uploaded to the IRS *Affordable Care Act Information Returns* (AIR) system.

The following instructions explain how to *Create, Manifest, and Upload* ACA Transmittals to the IRS AIR System.

1) Create the XML transmittal file:

- Select a client from the **Client (Filer) Management** module.
- Open the ACA (1095-B, 1095-C) returns to be reported.
- Select **Electronic Reporting** from the **File** menu to display the [XML Output Options](#)  dialog.
- 1095-C filers will first need to complete Parts I-IV the **Form 1094-C Options** that are displayed.
- Complete the **XML Output Options** that are displayed.
- Click OK to create your transmittal file.
- If there are no errors, your transmittal will be moved to MMT.
- If an error occurs, the record in error will be displayed.
- Make the necessary corrections and try again.

2) Create the Manifest and Form files:

- From the **Module** menu, select **Manifest Management and Testing**.
- Double-click the transmittal file to be manifested.
- Enter your ACA TCC and firm's information on the **Manifest Options** dialog.
- Click the **Create Manifest** button to manifest the selected transmittal.
- Account Ability creates your **Manifest** and **Form** file pursuant to IRS Pub. 5258.

3) Upload the Manifest and Form File to the IRS AIR System:

- Click the **IRS AIR** button to access the AIR system.
- Select **AIR UI Channel Login - Production** from the **UI Channel Link** group.
- Enter your *username, password*; Click **Login**.
- Select your organization (e.g. (ACA) YOUR FIRM).
- Click **UPLOAD ACA FORMS**.
- Upload the **Manifest** and **Form** files created in step 2.
- If successful, your transmission will be assigned a **RECEIPT ID**.
- Write down the RECEIPT ID.
- Right-click on your transmittal and select **Enter Receipt ID** from the menu.

4) Record the Status of Your Transmission:

- Right-click the transmittal and select **Check Status** from the menu.
- Note that your **RECEIPT ID** is automatically copied to the *windows clipboard*.
- Log onto IRS AIR as you did in Step 3.
- Click **CHECK SUBMISSION STATUS**.
- Enter your TCC and RECEIPT ID.
- Click FIND.
- If the status is **Processing** try again later.

- If the status **Accepted with Error** or **Rejected**, DOWNLOAD the **Acknowledgment** file.
- Right-click the transmittal and select **Enter Status** from the menu.
- If the status is **Accepted**, you are done with this transmittal.
- If the status is **Rejected**, you will need to correct and replace your transmittal.
- If the status is **Accepted with Error**, you will need to correct all errors and try again.
- *If corrections are required, follow the instructions that are displayed.*

10 Correction Processing

10.1 Correcting Information Returns

If you filed an Information Return with the IRS and later discover you made an error on it, you must

- Correct it as soon as possible.
- Furnish statements to recipients showing the correction.
- File the correction with the IRS.

◆ The instructions that follow do not apply to ACA Forms 1094 and/or 1095.

◆ Instructions for correcting ACA forms are available on [Account Ability's FAQ page](#).

The steps required to correct an error depend upon the type of error.

If you discover an error in reporting the payer (not recipient) name and/or TIN

Write a letter to IRS/IRB containing the following information:

- The name and address of the payer
- Type of error (including the incorrect payer name/TIN that was reported)
- Tax year
- Payer TIN
- Transmitter Control Code (TCC), if applicable
- Type of return
- Number of payees
- Filing method (paper, electronic)
- Was Federal income tax withheld?

Send the letter to

Internal Revenue Service
Information Returns Branch
230 Murall Drive, Mail Stop 4360
Kearneysville, WV 25430

IRS will contact you with further instructions.

If you discover duplicate reporting or that a large percentage of incorrect information has been filed.

- Contact the Information Reporting Customer Service Site at 1-866-455-7438 for further instructions.

Error Type 1

Also referred to as a *1-Transaction error*, *Error Type 1* includes

- Incorrect money amounts
- Incorrect distribution code(s)
- Incorrect check boxes
- A return was filed when one should not have been filed.

Type 1 errors require only one transaction to make the correction.

Error Type 2

Also referred to as a *2-Transaction error*, *Error Type 2* includes

- No payee TIN (SSN, EIN, QI-EIN, ITIN)
- Incorrect payee TIN
- Incorrect payee name
- Incorrect payee address
- Wrong type of return was filed.

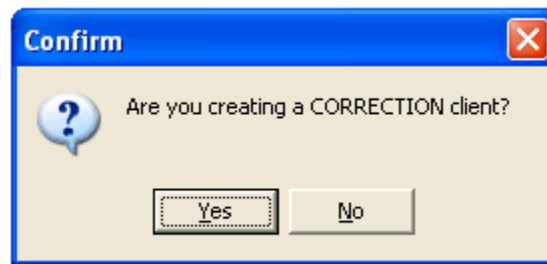
Type 2 errors require two transactions to make the correction, an **IDENTIFYING** transaction and a **CORRECTING** transaction. The IDENTIFYING transaction is the *original return* with the **CORR(G)** indicator checked and *all dollar amounts set to ZERO*. The CORRECTING transaction is a *new return* with the **CORR(C)** indicator checked. When IRS receives the IDENTIFYING and CORRECTING transactions, the IDENTIFYING return is **VOIDED** and replaced with the CORRECTING return.

Correcting Type 1 and Type 2 Errors

Account Ability facilitates the correction process by maintaining each filer's corrected returns under a distinct Client ID. When the **Corrected Returns Only** indicator, located on the **General** page of the client's master, is checked, the client is regarded as a correction client and all of the client's information returns are regarded as *correction returns*. The **CORR(G)** and **CORR(C)** check boxes, displayed at the top of each form's user interface, are enabled for correction clients only.

1) Create a Correction Client

- Select **Client (Filer, Entity) Management** from the Module menu.
- Right-click the client whose returns are to be corrected.
- Select **Copy** from the menu.
- Reply Yes when asked if you are creating a correction client,





- Enter a Client ID to be used for the correction client.
- Click OK.
- The Client ID should be displayed in green.

2) Open the Returns to be Corrected

- Double-click the correction client.
- Open the returns to be corrected.

3) Enter your Corrections

- Select **New** from the **File** menu.
- Check the **CORR(G)** check box.
- Determine the type of error to be corrected (see above): **Error Type 1** or **Error Type 2**
- Click the **Locator** icon  displayed directly after the **TIN Type** field in order to locate the return to be corrected. This step can be skipped if you are keying in correction returns from scratch.
- After locating the return, click the **Type 1** or **Type 2** button to indicate the type of error to be corrected.
- If Type 1 is clicked, the original return is displayed with the CORR(G) indicator checked. Enter and save your corrections.
- If Type 2 is clicked, an IDENTIFYING transaction is *automatically* created. You will then have the option to create a CORRECTING transaction. The CORR(C) indicator is *automatically* checked on the CORRECTING transaction.

 **VOIDS** - To VOID a return, create the IDENTIFYING transaction without a CORRECTING transaction.

After all corrections have been entered, print and mail all recipient copies, even the IDENTIFYING returns. If you plan to file with IRS on paper, print Copy A for IRS and Form 1096. If you plan to file electronically, you must append the CORR(G) and CORR(C) transactions to the IRSTAX file in two steps - first the CORR(G) transactions, next the CORR(C) transactions. The resultant IRSTAX file should be transmitted to The IRS FIRE System as a *Correction* file.

Notes

- When printed, the CORRECTION box at the top of each correction return is checked for CORR(G) returns only.
- Correction returns can be keyed in directly (that is, the originals need not be recorded).
- The **Tools** menu contains selections for manipulating the CORR(G) and CORR(C) indicators on a global scale.
- The [Tips Knowledge Base](#) contains detailed instructions on how to import correction returns from a text file.

10.2 Correcting Annual Wage Reports

You correct Annual Wage Reports using Form W-2C. Form W-2C must be used to correct both W-2s and W-2Cs. In order to open Form W-2C,

Select the Client

- Select **Client (Filer, Entity) Management** from the Module menu.
- Locate the client to be used.
- Double-click the client, or
- Click the **Select** button, or
- Choose **Select Client** on the context menu.

If successful, the selected Client ID is displayed in the **Active Client Panel** of the [status bar](#)^[11] and you are prompted for the tax form to open. Open form W-2C from the menu of available forms.

Note

- Although W-2Cs can be keyed in from scratch, having the original W-2s on file greatly facilitates the task.

11 Backup & Restore Utility

11.1 Backup Utility

 [Module Menu](#)  [Backup/Restore](#)

The **Backup Utility** saves your entire 2021 database to the destination you specify. Backups are written to a compressed file referred to as an *archive*.

To display the **Backup Utility**,

- Close all open tax forms.
- Select **Backup/Restore** from the Module menu.

Backup Title

Account Ability generates a default title for the backup. Although it is not suggested, you can alter the backup title.

Destination

The destination, which specifies where to write the archive, consists of a local, or network, drive and folder. The format button is enabled if, and only if, the destination drive is a floppy drive.

To begin the backup, click the **Backup** button.

Notes

- It is suggested that you backup the entire 2021 database regularly.
- In order to backup a specific return for a specific client, use the **Backup** selection from the **File** menu of the return to be backed up.
- If the **Remind Me to Backup on Exit** preference is set (see Desktop Preferences), you will be reminded to backup your current year's database prior to exiting Account Ability provided that (a) no other users are logged on to Account Ability and (b) a successful backup was not completed during the current session.
- The Backup/Restore Utility will not be available while other users are logged on to Account Ability.

11.2 Restore Utility

➔ [Module Menu](#) ➔ [Backup/Restore](#)

Use the **Restore Utility** to restore archives created by the **Backup Utility**.

To display the **Restore Utility**,

- Close all open tax forms.
- Select **Backup/Restore** from the Module menu.

Click on the **Restore** page.

- Select the source drive and folder containing the archive to be restored.
- Select the archive to be restored from the list of **Available archives**.
- Click on the **Verify** button in order to verify the archive.
- If successful, specify the **Destination** drive to be used.
- Click the **Restore** button.

If successful, the archive is restored to its original folder on the destination drive you specified.

Notes

- To delete an archive from the list of **Available archives**, click once on the archive and depress the **Delete** key.
- The Backup/Restore Utility will not be available while other users are logged into Account Ability.

12 IRS FIRE and SSA BSO

12.1 The IRS FIRE System

What is The IRS FIRE System?

The IRS FIRE System ("FIRE") is dedicated exclusively to the filing of Forms 1042-S, 1098, 1099, 3921, 3922, 5498, 8027, 8935 and W-2G. All electronic filing of Information Returns are received at IRS/IRB via FIRE (**F**iling **I**nformation **R**eturns **E**lectronically). FIRE is designed to support the electronic filing of Information Returns only.

Notes

- [Click here for IRS FIRE System ALERTS and General Information](#)

Electronic Filing Approval Procedure

Filers must obtain, or already have, a Transmitter Control Code (TCC) assigned prior to submitting their files electronically. You can apply for a TCC on the [Filing Information Returns Electronically \(FIRE\)](#) website.

The TCC you receive from the IRS must be recorded in the **Transmitter Record** of each IRSTAX file submitted to IRS. Once you receive your TCC, enter it on the [Transmitter](#)^[14] page of the **Transmitter/Submitter Information** dialog found on the Module menu. Account Ability automatically includes your TCC when creating the IRSTAX file. The TCC you receive can be used indefinitely.

Who can use The IRS FIRE System?

Anyone with access to the Internet can use IRS FIRE, however, a one-time registration process is required.

■ Is there a charge to use The IRS FIRE System?

No, except for charges from your Internet service provider.

■ Submitting Test Files

- Filers are not required to submit a test file; however, the submission of a test file is encouraged for all new electronic filers to test hardware and software connectivity. If filers wish to submit an electronic test file for Tax Year 2021 (returns to be filed in 2022), it must be submitted to IRS/IRB no earlier than November 1, 2021, and no later than February 15, 2022.
- If a filer encounters problems while transmitting the electronic test file, contact IRS/IRB for assistance.
- Filers can verify the status of their transmitted test data within 1-2 workdays after their transmission is received by IRS/IRB.
- A test file *is required* from filers who want approval for the **Combined Federal/State Filing Program**.

📌 Note

- Testing for tax year 2021 begins on November 1, 2021 and concludes on February 15, 2022.

■ Electronic Submissions Guidelines

- Electronically filed information may be submitted to IRS/IRB 24 hours a day, 7 days a week.
- If a file was submitted timely and is BAD, the filer will have up to 60 days from the day the file was transmitted or 4 replacement attempts within that 60 day period, whichever comes first, to transmit an acceptable file. If an acceptable file is not received within 60 days or within 4 replacement attempts, then the payer could be subject to late filing penalties. This only applies to files originally sent electronically.
- Filers are advised not to resubmit an entire file if records were omitted from the original transmission. This will result in duplicate filing. A new file should be sent consisting of the records that had not previously been submitted.

■ Data Compression Guidelines

- Data compression is encouraged when submitting Information Returns electronically.
- Acceptable compression packages include [WinZip](#) and PKZip.
- UNIX COMPRESS may be acceptable; however, a test file is recommended to verify compatibility.
- IRS/IRB cannot accept self-extracting zip files or compressed files containing multiple files.

■ IRS File Naming Conventions

- Files submitted electronically can be named anything the end user desires since each file received electronically is assigned a unique filename by FIRE.
- The filename assigned by FIRE consists of a *submission type* [**TEST**, **ORIG** (original), **CORR** (correction), and **REPL** (replacement)], the filer's **TCC** and a four digit sequence number. FIRE increments the sequence number with each file submission type received electronically (e.g. ORIG.TCCNO.0001, CORR.TCCNO.0001, REPL.TCCNO.0001, REPL.TCCNO.0002).

■ Accessing The FIRE System

Select IRS FIRE System from the Module menu. First time users will be required create an account, set up a user id, password, and PIN. These instructions are clearly stated on the FIRE System's web page.

■ IRS FIRE Technical Assistance

- Toll-free at 866-455-7438 or outside the U.S. at 304-263-8700, Mon-Fri, 8:30 AM to 4:30 PM EST.
- Telecommunication Device for the Deaf (TDD) at 304-267-3367
- Via fax toll-free at 877-477-0572 or outside the U.S. at 304-264-5602.

12.2 SSA Business Services Online (BSO)

■ What is SSA Business Services Online (SSA BSO)?

SSA BSO is a suite of business services that allows employers to conduct business with the Social Security Administration (SSA). Electronic file upload, a feature of the BSO, allows you to transmit EFW2 and EFW2C compliant files of Annual Wage Reports to SSA over the Internet.

■ Who can use SSA BSO?

Anyone with access to the Internet can use SSA BSO, however, a one-time registration process is required.

■ Is there a charge to use SSA BSO?

No, except for charges from your Internet service provider.

Do you have to register to use SSA BSO?

Yes. In order to use SSA BSO you must obtain a **User Identification Number** and password from SSA. You can obtain a User Id by selecting the **Registration** link found on the SSA BSO website. For questions relating to BSO registration, call 1-800-772-6270, Monday-Friday, 7:00 AM to 7:00 PM EST.

How do you use your User Id?

The User Id you receive from the SSA must be recorded in the **Submitter Record** of each W2REPORT file submitted to SSA. Once you receive your User Id, enter it on the **Submitter** ^[16] page of the **Transmitter/Submitter Information** dialog found on the Module menu. Account Ability automatically includes your User Id when creating the W2REPORT file.

Accessing SSA BSO

Once you have received your User Id and password you are ready to access SSA BSO. Select **SSA Business Services Online** from the Module menu in order to visit the BSO website.

Electronic Submissions Guidelines

- Electronic files may be submitted all year.
- For filing and furnishing due dates, click **Due Dates** on the **Recipient Toolbar**. ^[12]

Data Compression Guidelines

- Data compression is encouraged when submitting Annual Wage Reports electronically.
- Acceptable compression packages include [WinZip](#) and PKZip.
- Do not compress more than one data file together.

BSO Technical Assistance

Technical assistance can be reached at 888-772-2970, Monday through Friday, between 8:30 AM and 4:00 PM EST.

13 Technical Support

Toll Free Support

Monday-Friday, 9:30 AM-6:30 PM EST

- 800-582-5831
- 888-IDMSINC (888-436-7462)

E-Mail Support

- Use the **E-Mail Technical Support** selection on the **Help** menu to create a support ticket.

Account Ability Website

- Home Page: www.AccountAbilitySoftware.com
- Support: www.AccountAbilitySoftware.com/Support.php
- FAQ: www.AccountAbilitySoftware.com/ListFaq.php
- Tips: www.AccountAbilitySoftware.com/ListTips.php

Notes

- Free unlimited technical support is available to all licensed users of Account Ability. You will be required to supply your Account Ability serial number, which can be found using the selection **About Account Ability** on the **Help** menu.
- IDMS also includes free remote **Help Desk Support**. This level of support enables an Account Ability support technician to connect directly to your computer via a secure socket layer (SSL) internet connection. As you will be able to work interactively with the technician, this is clearly the most effective means of technical support.

14 Appendix A - File Schema

14.1 Client Master File

Client Master File Schema

Sample File = Schema\2021\TEXT\Clients.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

```
"Client ID"
"Name line 1"
"Name line 2"
"Street address 1"
"Street address 2"
"City"
"State"
"Zip code"
"Corporate name line 1" 1
"Corporate name line 2"
"Corporate street address 1"
"Corporate street address 2"
"Corporate city"
"Corporate state"
"Corporate Zip code"
"Report to IRS indicator" 2 3
"Combined Federal/State indicator" 3
"Final return indicator" 3
"Name control"
"TIN Type"
"Taxpayer ID"
"Employer Type"
"Kind of Employer"
"Routing & Transit number"
"Telephone number (XXX-XXX-XXXX)"
"Main contact"
"Fax number (XXX-XXX-XXXX)"
"E-mail address"
"Establishment number"
"Other EIN used this year"
"ACA Contact first name"
"ACA Contact middle initial"
"ACA Contact last name"
"ACA Contact suffix"
"ACA Contact telephone (XXX-XXX-XXXX)"
"State #1 (eg. NY, NJ, ..., or null)"
"State #1 identification number"
"State #2 (eg. NY, NJ, ..., or null)"
"State #2 identification number"
"State #3 (eg. NY, NJ, ..., or null)"
"State #3 identification number"
...
...
...
"State #49 (eg. NY, NJ, ..., or null)"
"State #49 identification number"
"State #50 (eg. NY, NJ, ..., or null)"
"State #50 identification number"
```

CRLF

¹ This is the entity that owns the taxpayer identification number.

² Indicates whether or not to transmit Corporate information to the IRS.

³ "X" if applicable, otherwise, enter a null string ""

14.2 Sponsor File Schema

Sponsor File Schema

Sample File = Schema\2021\TEXT\Sponsors.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Sponsor ID"
 "EIN (enter as 9 digits)"
 "Name line 1"
 "Name line 2"
 "Street address 1"
 "Street address 2"
 "City"
 "State"
 "Zip code"
 "Zip code extension"
 "Foreign address indicator" ¹
 "Foreign state or province"
 "Foreign postal code"
 "Foreign country code (2 characters)"
 "Telephone number (XXX-XXX-XXXX)"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.3 ALE Group Members

ALE Group Members

Sample File = Schema\2021\TEXT\ALEGroup.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Client ID" (Required)
 "Name line 1"
 "Name line 2"
 "EIN (enter as 9 digits)"
 "Name Control"
 Average Employee Count ¹
 CRLF

¹ Enter as a whole number

14.4 1094-C Import File Schema

1094-C File Schema

Sample File = Schema\2021\TEXT\T1094C.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Client ID" (Required)
 Designated government entity indicator ¹
 Authoritative transmittal indicator ¹
 Total forms filed by ALE member
 Member of ALE group indicator ¹
 Qualifying Offer Method indicator ¹
 98% Offer Method indicator ¹

All 12 Months Column (a) (Yes) ¹
All 12 Months Column (a) (No) ¹
All 12 Months Column (b)
All 12 Months Column (c)
All 12 Months Column (d) ¹
JAN Column (a) (Yes) ¹
JAN Column (a) (No) ¹
JAN Column (b)
JAN Column (c)
JAN Column (d) ¹
FEB Column (a) (Yes) ¹
FEB Column (a) (No) ¹
FEB Column (b)
FEB Column (c)
FEB Column (d) ¹
MAR Column (a) (Yes) ¹
MAR Column (a) (No) ¹
MAR Column (b)
MAR Column (c)
MAR Column (d) ¹
APR Column (a) (Yes) ¹
APR Column (a) (No) ¹
APR Column (b)
APR Column (c)
APR Column (d) ¹
MAY Column (a) (Yes) ¹
MAY Column (a) (No) ¹
MAY Column (b)
MAY Column (c)
MAY Column (d) ¹
JUN Column (a) (Yes) ¹
JUN Column (a) (No) ¹
JUN Column (b)
JUN Column (c)
JUN Column (d) ¹
JUL Column (a) (Yes) ¹
JUL Column (a) (No) ¹
JUL Column (b)
JUL Column (c)
JUL Column (d) ¹
AUG Column (a) (Yes) ¹
AUG Column (a) (No) ¹
AUG Column (b)
AUG Column (c)
AUG Column (d) ¹
SEP Column (a) (Yes) ¹
SEP Column (a) (No) ¹
SEP Column (b)
SEP Column (c)
SEP Column (d) ¹
OCT Column (a) (Yes) ¹
OCT Column (a) (No) ¹
OCT Column (b)
OCT Column (c)
OCT Column (d) ¹
NOV Column (a) (Yes) ¹
NOV Column (a) (No) ¹
NOV Column (b)
NOV Column (c)
NOV Column (d) ¹
DEC Column (a) (Yes) ¹
DEC Column (a) (No) ¹
DEC Column (b)
DEC Column (c)
DEC Column (d) ¹

¹ "X" if applicable, otherwise, enter a null string ""

14.5 1095-B Import File Schema

1095-B File Schema

Sample File = Schema\2021\TEXT\T1095B.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Import ID"
 "Control number"
 "First name"
 "Middle initial"
 "Last name"
 "Suffix"
 "Name control"
 "Social Security Number"
 "Date of birth" ²
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "Zip code extension"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city"
 "Foreign state or province"
 "Foreign postal code"
 "Foreign country code (2 characters)"
 "Origin of Health Coverage code"
 "Sponsor ID"
 12 months coverage indicator ¹
 January coverage indicator ¹
 February coverage indicator ¹
 March coverage indicator ¹
 April coverage indicator ¹
 May coverage indicator ¹
 June coverage indicator ¹
 July coverage indicator ¹
 August coverage indicator ¹
 September coverage indicator ¹
 October coverage indicator ¹
 November coverage indicator ¹
 December coverage indicator ¹
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY

14.6 1095-B CI Import File Schema

1095-B CI (Covered Individuals) File Schema

Sample File = Schema\2021\TEXT\T1095B CI.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Import ID"
 "First name"

"Middle initial"
 "Last name"
 "Suffix"
 "Name control"
 "Social Security Number"
 "Date of birth" ²
 12 months coverage indicator ¹
 January coverage indicator ¹
 February coverage indicator ¹
 March coverage indicator ¹
 April coverage indicator ¹
 May coverage indicator ¹
 June coverage indicator ¹
 July coverage indicator ¹
 August coverage indicator ¹
 September coverage indicator ¹
 October coverage indicator ¹
 November coverage indicator ¹
 December coverage indicator ¹
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY

14.7 1095-C Import File Schema

1095-C File Schema

Sample File = Schema\2021\TEXT\T1095C.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Import ID"
 "Control number"
 "Employee ID"
 "First name"
 "Middle initial"
 "Last name"
 "Suffix"
 "Name control"
 "Social Security Number"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "Zip code extension"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city"
 "Foreign state or province"
 "Foreign postal code"
 "Foreign country code (2 characters)"
 Employee's Age on Jan 1
 Plan Start Month
 Employer provided self-insured coverage¹
 12 months Offer of Coverage code
 12 months Employee share
 12 months Safe Harbor code
 12 months Applicable Zip code
 January Offer of Coverage code
 January Employee share
 January Safe Harbor code
 January Applicable Zip code
 February Offer of Coverage code

February Employee share
 February Safe Harbor code
 February Applicable Zip code
 March Offer of Coverage code
 March Employee share
 March Safe Harbor code
 March Applicable Zip code
 April Offer of Coverage code
 April Employee share
 April Safe Harbor code
 April Applicable Zip code
 May Offer of Coverage code
 May Employee share
 May Safe Harbor code
 May Applicable Zip code
 June Offer of Coverage code
 June Employee share
 June Safe Harbor code
 June Applicable Zip code
 July Offer of Coverage code
 July Employee share
 July Safe Harbor code
 July Applicable Zip code
 August Offer of Coverage code
 August Employee share
 August Safe Harbor code
 August Applicable Zip code
 September Offer of Coverage code
 September Employee share
 September Safe Harbor code
 September Applicable Zip code
 October Offer of Coverage code
 October Employee share
 October Safe Harbor code
 October Applicable Zip code
 November Offer of Coverage code
 November Employee share
 November Safe Harbor code
 November Applicable Zip code
 December Offer of Coverage code
 December Employee share
 December Safe Harbor code
 December Applicable Zip code
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.8 1095-C CI Import File Schema

1095-C CI (Covered Individuals) File Schema

Sample File = Schema\2021\TEXT\T1095C CI.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Import ID"
 "First name"
 "Middle initial"
 "Last name"
 "Suffix"
 "Name control"
 "Social Security Number"
 "Date of birth" ²

12 months coverage indicator ¹
 January coverage indicator ¹
 February coverage indicator ¹
 March coverage indicator ¹
 April coverage indicator ¹
 May coverage indicator ¹
 June coverage indicator ¹
 July coverage indicator ¹
 August coverage indicator ¹
 September coverage indicator ¹
 October coverage indicator ¹
 November coverage indicator ¹
 December coverage indicator ¹
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY

14.9 1098 Import File Schema

1098 File Schema

Sample File = Schema\2021\TEXT\T98.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "Apartment number" (4 character maximum)
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Occupancy date (from)" ^{2 3}
 "Occupancy date (to)" ^{2 3}
 Payer shares ³
 Payer percentage of maintenance paid ³
 Real estate taxes
 Amortization
 Capital reserve fund
 Box 1 - Mortgage interest received from payer
 Box 2 - Outstanding mortgage principal as of 1/1/2021
 "Box 3 - Mortgage origination date" ²
 Box 4 - Refund of overpaid interest
 Box 5 - Mortgage insurance premiums
 Box 6 - Points paid on purchase of principal residence
 "Box 7 - Property securing mortgage indicator" ¹
 "Box 8 - Address of property securing mortgage line 1"
 "Box 8 - Address of property securing mortgage line 2"
 "Box 8 - Address of property securing mortgage line 3"
 "Box 8 - Address of property securing mortgage line 4"
 "Box 8 - Address of property securing mortgage line 5"
 Box 9 - Number of properties securing the mortgage
 "Box 10 - Other line 1"
 "Box 10 - Other line 2"
 "Box 11 - Mortgage acquisition date" ²
 "Do not print indicator" ¹

"E-Mail address"
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""
² Use format MMDDYYYY or MMDDYY (21st century is assumed).
³ Applies only to cooperatives

14.10 1098-C Import File Schema

1098-C File Schema

Sample File = Schema\2021\TEXT\T98C.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Date of contribution" ²
 "Odometer mileage"
 "Year"
 "Make"
 "Model"
 "Vehicle or other identification number"
 "Box 4a - Transaction indicator" ¹
 "Box 4b - Date of sale" ²
 Box 4c - Gross proceeds from sale
 "Box 5a - Transfer after improvements indicator" ¹
 "Box 5b - Transfer below FMV indicator" ¹
 "Box 5c - Description of improvements"
 "Box 6a - Goods or services indicator" ¹
 Box 6b - Value of goods and services
 "Box 6c - Intangible religious benefits indicator" ¹
 "Box 6c - Description of goods and services"
 "Box 7 - Deduction \$500 or less indicator" ¹
 "Do not print indicator" ¹
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""
² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.11 1098-E Import File Schema

1098-E File Schema

Sample File = Schema\2021\TEXT\T98E.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"

"City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 Student loan interest received by lender
 "Box 2 (loan origination fees indicator)" ¹
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.12 1098-F Import File Schema

1098-F File Schema

Sample File = Schema\2021\TEXT\T98F.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 Total amount required to be paid
 Restitution amount
 Compliance amount
 "Date of order" ²
 "Jurisdiction"
 "Case number"
 "Name or description of matter"
 "Code"
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.13 1098-T Import File Schema

1098-T File Schema

Sample File = Schema\2021\TEXT\T98T.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Student TIN Indicator" ¹
 "Name control"
 "Service Provider/Account Number"
 Box 1 - Payments received
 Box 4 - Prior year adjustments ²
 Box 5 - Scholarships or grants
 Box 6 - Adjustments to scholarships or grants ³
 "Box 7 - Academic period indicator" ¹
 "Box 8 - Half-time student indicator" ¹
 "Box 9 - Graduate student indicator" ¹
 Box 10 - Insurance contracts reimbursements/refunds
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Adjustments are assumed to be negative.

14.14 1099-A Import File Schema

1099-A File Schema

Sample File = Schema\2021\TEXT\T99A.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Date of lender's acquisition or knowledge of abandonment" ²
 "Personal liability indicator" ¹
 "Description of property line 1"
 "Description of property line 2"
 Balance of principal outstanding
 FMV of property
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.15 1099-B Import File Schema

1099-B File Schema

Sample File = Schema\2021\TEXT\T99B.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 "CUSIP number"
 "FATCA filing requirement indicator" ¹
 "Form 8949 checkbox"
 "Description of property"
 "Date acquired" ³
 "Date sold or disposed" ³
 Proceeds
 Cost or other basis
 Accrued market discount
 Wash sale loss disallowed
 "Short-term indicator" ¹
 "Long-term indicator" ¹
 "Ordinary indicator" ¹
 "Proceeds from collectibles indicator" ¹
 "Proceeds from QOF indicator" ¹
 Federal income tax withheld
 "Noncovered security indicator" ¹
 "Gross proceeds indicator" ¹
 "Net proceeds indicator" ¹
 "Loss not allowed indicator" ¹
 Profit or loss realized in 2021 ²
 Unrealized profit or loss - 12/31/2020 ²
 Unrealized profit or loss - 12/31/2021 ²
 Aggregate profit or loss ²
 "Basis reported to IRS indicator" ¹
 Bartering
 "State #1"
 State #1 tax withheld
 "State #2"
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Losses must be entered as negative numbers, e.g., -123456.78

³ Use format MMDDYYYY or MMDDYY (21st century is assumed), if applicable.

14.16 1099-C Import File Schema

1099-C File Schema

Sample File = Schema\2021\TEXT\T99C.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Date of identifiable event" ²
 Amount of debt discharged
 Interest
 "Description of debt line 1"
 "Description of debt line 2"
 "Description of debt line 3"
 "Personally liable indicator" ¹
 "Identifiable event code"
 FMV of property
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.17 1099-CAP Import File Schema

1099-CAP File Schema

Sample File = Schema\2021\TEXT\T99CAP.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Date of sale or exchange" ²
 Aggregate amount received
 Number of shares exchanged
 "Classes of stock exchanged"

"Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.18 1099-DIV Import File Schema

1099-DIV File Schema

Sample File = Schema\2021\TEXT\T99DIV.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 "FATCA filing requirement indicator" ¹
 Total ordinary dividends
 Qualified dividends
 Total capital gain distributions
 Unrecaptured Section 1250 gain
 Section 1202 gain
 Collectibles (28%) gain
 Section 897 ordinary dividends
 Section 897 capital gain
 Nondividend distributions
 Federal income tax withheld
 Section 199A dividends
 Investment expenses
 Foreign tax paid
 "Foreign country or U.S. possession"
 Cash liquidation distributions
 Noncash liquidation distributions
 Exempt-interest dividends
 Specified private activity bond interest dividends
 "State #1"
 State #1 tax withheld
 "State #2"
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.19 1099-G Import File Schema

1099-G File Schema

Sample File = Schema\2021\TEXT\T99G.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
"Name line 2"
"Street address line 1"
"Street address line 2"
"City"
"State"
"Zip code"
"USPS Delivery Point"
"Foreign address indicator" ¹
"Foreign city, province, postal code, etc."
"TIN Type"
"Taxpayer ID"
"Name control"
"Account number"
"CFSP Reporting State"
"2nd TIN Notice indicator" ¹
Unemployment compensation
State or local income tax refunds, credits, or offsets
Tax year for which refund, credit, or offset was issued ²
Federal income tax withheld
RTAA payments
Taxable grants
Agriculture payments
"Trade or business income indicator" ³
Market gain
"State # 1"
State # 1 tax withheld
"State # 2"
State # 2 tax withheld
"Do not print indicator" ¹
"E-Mail address"
"Client ID"
CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Enter the tax year as a 4-digit year. The tax year must reflect the year that the payment was made, not the tax year of the Form 1099-G.

³ If the state or local income tax refund, credit, or offset is attributable to income tax that applies exclusively to income from a trade or business, enter an "X" here. Otherwise, for general tax refunds, leave this field blank ("")

14.20 1099-INT Import File Schema

1099-INT File Schema

Sample File = Schema\2021\TEXT\T99INT.txt

*String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
"Name line 2"
"Street address line 1"
"Street address line 2"
"City"
"State"
"Zip code"
"USPS Delivery Point"

"Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 "FATCA filing requirement indicator" ¹
 Interest income
 Early withdrawal penalty
 Interest on US Savings Bonds and Treasury obligations
 Federal income tax withheld
 Investment expenses
 Foreign tax paid
 "Foreign country or U.S. possession"
 Tax-exempt interest
 Specified private activity bond interest
 Market discount
 Bond premium
 Bond premium on Treasury obligations
 Bond premium on tax-exempt bond
 "Tax-exempt bond CUSIP number"
 "State #1"
 State #1 tax withheld
 "State #2"
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.21 1099-K Import File Schema

1099-K File Schema

Sample File = Schema\2021\TEXT\T99K.txt

*String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 "Payment settlement entity (PSE) name" ²
 "Payment settlement entity (PSE) phone (XXX-XXX-XXXX)" ²
 "Payment card transactions indicator" ¹
 "Third party network transactions indicator" ¹
[Merchant category code](#)
 Number of payment transactions
 Gross amount of payments
 Card not present transactions

January payments
 February payments
 March payments
 April payments
 May payments
 June payments
 July payments
 August payments
 September payments
 October payments
 November payments
 December payments
 Federal income tax withheld
 "State #1"
 State #1 tax withheld
 "State #2"
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² If the filer is a payment settlement entity (PSE), enter a null string ""

14.22 1099-LTC Import File Schema

1099-LTC File Schema

Sample File = Schema\2021\TEXT\T99LTC.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Policyholder's name line 1"
 "Policyholder's name line 2"
 "Policyholder's street address line 1"
 "Policyholder's street address line 2"
 "Policyholder's city"
 "Policyholder's state"
 "Policyholder's Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Policyholder's foreign city, province, postal code, etc."
 "Policyholder's TIN Type"
 "Policyholder's taxpayer ID"
 "Policyholder's name control"
 "Account number"
 Gross long-term care benefits paid
 Accelerated death benefits paid
 Type of payment (1 = Per diem, 2 = Reimbursed)
 "Qualified contract indicator" ¹
 "Insured's social security number" (9 digits, no dashes)
 "Insured's name line 1"
 "Insured's name line 2"
 "Insured's street address line 1"
 "Insured's street address line 2"
 "Insured's city"
 "Insured's state"
 "Insured's Zip code"
 "Insured's foreign city, province, postal code, etc." ²
 Status of illness (1 = Chronically ill, 2 = Terminally ill)
 "Date certified" ³
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""
² Requires the foreign address indicator to be set to "X" above.
³ Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.23 1099-MISC Import File Schema

1099-MISC File Schema

Sample File = Schema\2021\TEXT\T99MISC.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type "
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 "FATCA filing requirement indicator" ¹
 Rents
 Royalties
 Other income
 Federal income tax withheld
 Fishing boat proceeds
 Medical and health care
 "Direct sales indicator" ¹
 Substitute payments
 Crop insurance proceeds
 Gross proceeds paid to an attorney
 Fish purchased for resale
 Section 409A deferrals
 Excessive golden parachute payments
 Nonqualified deferred compensation
 "State #1"
 State #1 income
 State #1 tax withheld
 "State #2"
 State #2 income
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""

14.24 1099-NEC Import File Schema

1099-NEC File Schema

Sample File = Schema\2021\TEXT\T99NEC.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type "
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 Nonemployee compensation
 "Direct sales indicator" ¹
 Federal income tax withheld
 "State #1"
 State #1 income
 State #1 tax withheld
 "State #2"
 State #2 income
 State #2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.25 1099-OID Import File Schema

1099-OID File Schema

Sample File = Schema\2021\TEXT\T99OID.txt

*String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "Description line 1" ²
 "Description line 2" ²
 "2nd TIN Notice indicator" ("X" if applicable, otherwise, enter "")
 "FATCA filing requirement indicator" ¹
 Original issue discount for 2021
 Other periodic interest
 Early withdrawal penalty
 Federal income tax withheld
 Market discount
 Acquisition premium

Original issue discount on U.S. Treasury obligations
 Investment expenses
 Bond premium
 Tax-exempt OID
 "State # 1"
 State # 1 tax withheld
 "State # 2"
 State # 2 tax withheld
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² CUSIP, issuer, coupon rate, year of maturity, etc.

14.26 1099-PATR Import File Schema

1099-PATR File Schema

Sample File = Schema\2021\TEXT\T99PATR.txt

*String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 "2nd TIN Notice indicator" ¹
 Patronage dividends
 Nonpatronage distributions
 Per-unit retain allocations
 Federal income tax withheld
 Redeemed nonqualified notices
 Section 199A(g) deduction
 Qualified payments
 Section 199A(a) qualified items
 Section 199A(a) SSTB items
 Investment credit
 Work opportunity credit
 Box 12 amount
 "Box 12 type"
 "Specified Coop indicator" ¹
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.27 1099-Q Import File Schema

1099-Q File Schema

Sample File = Schema\2021\TEXT\T99Q.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 Box 1 - Gross distribution
 Box 2 - Earnings
 Box 3 - Basis
 "Box 4 - Trustee-to-trustee transfer indicator" ¹
 "Box 5 - Private indicator" ¹
 "Box 5 - State indicator" ¹
 "Box 5 - Coverdell ESA indicator" ¹
 "Box 6 - Recipient is NOT the designated beneficiary indicator" ¹
 FMV of the Coverdell ESA as of 12/31/2021
 Distribution code
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.28 1099-R Import File Schema

1099-R File Schema

Sample File = Schema\2021\TEXT\T99R.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Date of payment" ⁰
 "CFSP Reporting State"
 "IRA/SEP/SIMPLE indicator" ¹
 "Distribution code(s)"
 "Taxable amount not determined" ¹
 "Total distribution indicator" ¹
 Gross distribution
 Taxable amount
 Capital gain included in the taxable amount above

Federal income tax withheld
 Employee contributions or insurance premiums
 Net unrealized appreciation in employer's securities
 Other amount
 Other % ²
 Your percentage of total distribution ²
 Total employee contributions
 Amount allocable to IRR within 5 years
 "First year of designated Roth contribution" ³
 "FATCA filing requirement indicator" ¹
 "State #1"
 State #1 tax withheld
 State #1 distribution
 Locality #1 tax withheld
 Locality #1 distribution
 "Name of Locality #1"
 "State #2"
 State #2 tax withheld
 State #2 distribution
 Locality #2 tax withheld
 Locality #2 distribution
 "Name of Locality #2"
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

⁰ Use format MMDDYYYY or MMDDYY (21st century is assumed)

¹ "X" if applicable, otherwise, enter a null string ""

² Enter as a whole number between 0 and 100

³ Enter as a 4-digit year or leave null ""

14.29 1099-S Import File Schema

1099-S File Schema

Sample File = Schema\2021\TEXT\T99S.txt

*String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Closing date" ²
 "Property or services indicator" ¹
 "Description of property line 1"
 "Description of property line 2"
 "Description of property line 3"
 "Description of property line 4"
 Gross proceeds
 "Foreign transferor indicator" ¹
 Buyer's part of real estate tax
 "Do not print indicator" ¹

"E-Mail address"
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""
² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.30 1099-SA Import File Schema

1099-SA File Schema

Sample File = Schema\2021\TEXT\T99SA.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 Gross distribution
 Earnings on excess contributions
 Distribution code
 FMV on date of death
 "HSA indicator" ¹
 "Archer MSA indicator" ¹
 "MA MSA indicator" ¹
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

- ¹ "X" if applicable, otherwise, enter a null string ""

14.31 3921 Import File Schema

3921 File Schema

Sample File = Schema\2021\TEXT\T3921.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"

"Date option granted" ²
 "Date option exercised" ²
 Exercise price per share
 FMV per share on exercise date
 Number of shares transferred
 "Other information line 1"
 "Other information line 2"
 "Other information line 3"
 "Other information line 4"
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.32 3922 Import File Schema

3922 File Schema

Sample File = Schema\2021\TEXT\T3922.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "Date option granted" ²
 "Date option exercised" ²
 FMV per share on grant date
 FMV per share on exercise date
 Exercise price per share
 Number of shares transferred
 "Date legal title transferred" ²
 Exercise price per share determined
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.33 5498 Import File Schema

5498 File Schema

Sample File = Schema\2021\TEXT\T5498.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 "CFSP Reporting State"
 Box 1 - IRA contributions
 Box 2 - Rollover contributions
 Box 3 - Roth IRA conversion amount
 Box 4 - Recharacterized contributions
 Box 5 - FMV of account
 Box 6 - Life insurance cost included in box 1
 "IRA Indicator" ¹
 "SEP Indicator" ¹
 "SIMPLE Indicator" ¹
 "Roth IRA Indicator" ¹
 Box 8 - SEP contributions
 Box 9 - SIMPLE contributions
 Box 10 - Roth IRA contributions
 "Box 11 - RMD Indicator for 2022" ¹
 "Box 12a - RMD date" ²
 Box 12b - RMD amount
 Box 13a - Postponed contribution
 "Box 13b - Year"
 "Box 13c - Code"
 Box 14a - Repayments
 "Box 14b - Code"
 Box 15a - FMV of certain specified assets
 "Box 15b - Code"
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

14.34 5498-ESA Import File Schema

5498-ESA File Schema

Sample File = Schema\2021\TEXT\T5498ESA.txt

*String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)*

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"

"Name control"
 "Account number"
 Box 1 - Coverdell ESA contributions
 Box 2 - Rollover contributions
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

14.35 5498-SA Import File Schema

5498-SA File Schema

Sample File = Schema\2021\TEXT\T5498SA.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Account number"
 Box 1 - Employee or self-employed person's Archer MSA contributions
 Box 2 - Total contributions made in 2021
 Box 3 - Total HSA or Archer MSA contributions made in 2022 for 2021
 Box 4 - Rollover contributions
 Box 5 - FMV of HSA, Archer MSA, or MA MSA
 "Health Savings Account (HSA) indicator" ¹
 "Archer MSA indicator" ¹
 "Medicare Advantage (MA) MSA indicator" ¹
 "Do not print indicator" ¹
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.36 W-2 Import File Schema

W-2 File Schema

Sample File = Schema\2021\TEXT\W2.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

"Control number"
 "First name"
 "Middle initial"
 "Last name"
 "Suffix"
 "Full name"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"

"Zip code"
 "Zip code extension"
 "USPS Delivery Point"
 "Foreign address indicator" ¹
 "Foreign state or province"
 "Foreign postal code"
 "Foreign country code (2 characters)"
 "Applied For SSN indicator" ¹
 "Social security number (enter as 9 digits)"
 Wages, tips, other compensation
 Federal income tax withheld
 Social security wages
 Social security tax withheld
 Medicare wages and tips
 Medicare tax withheld
 Social security tips
 Allocated tips
 Dependent care benefits
 Nonqualified plans
 "Box 12a code"
 Box 12a amount
 "Box 12b code"
 Box 12b amount
 "Box 12c code"
 Box 12c amount
 "Box 12d code"
 Box 12d amount
 "Statutory employee indicator" ¹
 "Retirement plan indicator" ¹
 "Third-party sick pay indicator" ¹
 "Box 14 (Other) line 1"
 "Box 14 (Other) line 2"
 "Box 14 (Other) line 3"
 "State 1" ²
 State 1 wages
 State 1 tax withheld
 Locality 1 wages
 Locality 1 tax withheld
 "Name of Locality 1"
 "Local 1 Type"
 "State 2" ²
 State 2 wages
 State 2 tax withheld
 Locality 2 wages
 Locality 2 tax withheld
 "Name of Locality 2"
 "Local 2 Type"
 "Payment entity"
 "Not subject to FICA indicator" ¹
 "Do not print indicator" ¹
 "Employee ID"
 "E-Mail address"
 "Client ID"
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Two character FIPS code, e.g. NY, NJ, ..., or a null string ""

14.37 W-2C Import File Schema

W-2C File Schema

Sample File = Schema\2021\TEXT\W2C.txt

String fields are displayed within quotations
 CRLF=Carriage Return Line Feed (Hex 0D0A)

Year corrected (enter as a 4 digit year, e.g., 2021)
"First name"
"First name (previously reported)"
"Middle initial"
"Middle initial (previously reported)"
"Last name"
"Last name (previously reported)"
"Suffix"
"Street address line 1"
"Street address line 2"
"City"
"State"
"Zip code"
"Zip code extension"
"Foreign address indicator" ¹
"Foreign state or province"
"Foreign postal code"
"Country code (2 characters)"
"Correct SSN" (enter as 9 consecutive digits)
"Incorrect SSN" (if applicable, otherwise, enter "")
"Previously reported statutory employee indicator" ¹
"Previously reported retirement plan indicator" ¹
"Previously reported third-party sick pay indicator" ¹
Previously reported wages, tips, other compensation
Previously reported federal income tax withheld
Previously reported social security wages
Previously reported social security tax withheld
Previously reported Medicare wages and tips
Previously reported Medicare tax withheld
Previously reported social security tips
Previously reported allocated tips
Previously reported advanced EIC payments
Previously reported dependent care benefits
Previously reported nonqualified plans
"Previously reported Box 12a code"
Previously reported Box 12a amount
"Previously reported Box 12b code"
Previously reported Box 12b amount
"Previously reported Box 12c code"
Previously reported Box 12c amount
"Previously reported Box 12d code"
Previously reported Box 12d amount
"Previously reported Box 14 (Other) line #1"
"Previously reported Box 14 (Other) line #2"
"Previously reported Box 14 (Other) line #3"
"Previously reported State #1 (NY, NJ,...)"
"Previously reported State #1 ID number"
Previously reported State #1 wages, tips, etc.
Previously reported State #1 income tax
"Previously reported Local #1 name"
Previously reported Local #1 wages, tips, etc.
Previously reported Local #1 income tax
"Previously reported State #2 (NY, NJ,...)"
"Previously reported State #2 ID number"
Previously reported State #2 wages, tips, etc.
Previously reported State #2 income tax
"Previously reported Local #2 name"
Previously reported Local #2 wages, tips, etc.
Previously reported Local #2 income tax
"Corrected reported statutory employee indicator" ¹
"Corrected reported retirement plan indicator" ¹
"Corrected reported third-party sick pay indicator" ¹
Corrected reported wages, tips, other compensation
Corrected reported federal income tax withheld
Corrected reported social security wages
Corrected reported social security tax withheld

Corrected reported Medicare wages and tips
 Corrected reported Medicare tax withheld
 Corrected reported social security tips
 Corrected reported allocated tips
 Corrected reported advanced EIC payments
 Corrected reported dependent care benefits
 Corrected reported nonqualified plans
 "Corrected reported Box 12a code"
 Corrected reported Box 12a amount
 "Corrected reported Box 12b code"
 Corrected reported Box 12b amount
 "Corrected reported Box 12c code"
 Corrected reported Box 12c amount
 "Corrected reported Box 12d code"
 Corrected reported Box 12d amount
 "Corrected reported Box 14 (Other) line #1"
 "Corrected reported Box 14 (Other) line #2"
 "Corrected reported Box 14 (Other) line #3"
 "Corrected reported State #1 (NY, NJ,...)"
 "Corrected reported State #1 ID number"
 Corrected reported State #1 wages, tips, etc.
 Corrected reported State #1 income tax
 "Corrected reported Local #1 name"
 Corrected reported Local #1 wages, tips, etc.
 Corrected reported Local #1 income tax
 "Corrected reported State #2 (NY, NJ,...)"
 "Corrected reported State #2 ID number"
 Corrected reported State #2 wages, tips, etc.
 Corrected reported State #2 income tax
 "Corrected reported Local #2 name"
 Corrected reported Local #2 wages, tips, etc.
 Corrected reported Local #2 income tax
 CRLF

¹ "X" if applicable, otherwise, enter a null string ""

14.38 W-2G Import File Schema

W-2G File Schema

Sample File = Schema\2021\TEXT\W2G.txt

String fields are displayed within quotations
CRLF=Carriage Return Line Feed (Hex 0D0A)

"Name line 1"
 "Name line 2"
 "Street address line 1"
 "Street address line 2"
 "City"
 "State"
 "Zip code"
 "Foreign address indicator" ¹
 "Foreign city, province, postal code, etc."
 "TIN Type"
 "Taxpayer ID"
 "Name control"
 "Transaction Number"
 Gross winnings
 Federal income tax withheld
 "Type of wager code"
 Amount of wager
 "Date won" ²
 "Race"
 Winnings from identical wagers
 "Cashier"
 "Window"

"First ID"
"Second ID"
"Reporting state (eg. NY, NJ, ...)"
State winnings
State income tax withheld
Local winnings
Local income tax withheld
Name of locality
"Do not print indicator" ¹
"Client ID"
CRLF

¹ "X" if applicable, otherwise, enter a null string ""

² Use format MMDDYYYY or MMDDYY (21st century is assumed).

15 Appendix B - Troubleshooting

15.1 Display Issues

Account Ability is best run with a screen resolution of at least 1024 by 768 pixels, displayed at 96 dots per inch (DPI). If you need to correct your system's display properties, the following instructions may be of some help.

Open the [Display Properties](#) applet from your system's [Control Panel](#).

Windows NT/2000 Users

- Click on the **Settings** tab.
- Verify your Screen area is set to 1024x768 (or higher).
- Click **Advanced**.
- Verify the Font Size is set to Small Fonts (96 DPI).

Windows XP Users

- Click on the **Settings** tab.
- Verify your Screen resolution is set to 1024x768 (or higher).
- Click **Advanced**.
- On the General tab, verify the DPI setting is 96 DPI.

Windows 7 Users

- Verify your display resolution is set to 1024x768 (or higher).
- Select **Make text and other items larger or smaller**
- Verify the scale is set to 100% (default).

Notes

- A restart may be required for your settings to take effect.
- Display settings apply to all applications, not just Account Ability.

15.2 Currency Amounts Truncating

Why are currency amounts truncating the cents on my forms and control reports?

This can be caused by a setting in your Windows regional currency settings.

- Open the Windows [control panel](#) applet
- Click on the [Region](#) option (Region and Language option on Windows 7)
- Click on additional settings button
- Select the currency tab
- Check the 'No. of digits after decimal entry' field
- Make sure it is set to 2 and not 0

It is necessary to restart Account Ability in order to reflect this change.

15.3 IRS FIRE Connection Error

The IRS FIRE Production and Test System server no longer supports Secure Socket Layer (SSL) 3.0 as one of the FIRE System's Internet Security Technical Standards. Consequently, some users have experienced a problem connecting to the IRS FIRE System using Account Ability's Integrated Browser.

If you are having a problem connecting, try the following suggested solution:

- Open the [Internet Options](#) applet from your system's [Control Panel](#).
- On the **Advanced** Page, scroll down and find **Security**
- Uncheck both **SSL 2.0** and **SSL 3.0**
- Check **TLS 1.0**, **TLS 1.1**, **TLS 1.2**
- Click **Apply**

Try connecting to IRS FIRE once again.

If the problem persists, contact Technical Support for assistance.

15.4 Moving Account Ability

In the discussion that follows, the computer on which Account Ability is currently installed is referred to as the **SOURCE** computer, the new computer is referred to as the **DESTINATION** computer, and the current reporting year is referred to as **YYYY**.

From the **SOURCE** computer:

- Start Account Ability (*you must be the only user*).
- Close any tax forms that may be open.
- Select **Backup/Restore...** from the **Module** menu.
- Click on the **Backup** page.
- Jot down the *Source path* (**SOURCE PATH**).
- Make sure that database **AAYYYY.abs** is checked.
- Select a *Destination drive and folder* on which to save the backup.
- Click the **Backup** button and enter a name for the backup archive.
- Click the **Save** button to confirm your selections.
- Click **OK** to complete the backup.
- Close Account Ability.

From the **DESTINATION** computer:

- Install Account Ability.
- Launch Account Ability.
- Select **Backup/Restore...** from the **Module** menu.
- Click on the **Restore** page.
- Select the *Source drive and folder* containing the backup archive.
- In the **Available archives**, click the archive to be restored.
- The contents of the selected archive should be displayed.
- Select a **Destination drive** (*if different than the original*)
- Click the **Restore** button.
- The database is restored to the **SOURCE PATH** of the **Destination drive**.
- Close the **Backup/Restore** Utility.

Note

If your data is not displayed, select **Re-allocate -> Account Ability's YYYY Database** from the **Module** menu. Browse to the **SOURCE PATH** on the **Destination drive** and select the **AAYYYY.abs** database.

15.5 Remove Filers from a Transmittal

In order to remove a specific filer from an existing IRSTAX or W2REPORT transmittal,

- Select **View/Delete Filers from a Transmittal** from the Module menu
- Click once on the filer to be removed.

- Click the delete (➖) button.

15.6 Extension of Time Transmittal

If you need to create an electronic transmittal requesting additional time to file

- Select **Client (Filer, Entity) Management** from the Module menu
- Select **Extension of Time to File** from the Client Reports Bar

This will display Account Ability's *Extension of Time to File* dialog, from which you will be able to create a transmittal file named IRS8809. Transmittal IRS8809 is ultimately uploaded to The IRS FIRE System.