



1099 Program

(for 1099 MISC and 1099 NEC reporting)

User's Guide Version 8

For Tax Year 2024

IMPORTANT NOTE: STARTING IN THE TAX YEAR 2020, THE IRS SEPARATED THE FORMS FOR RENT REPORT AND NON-EMPLOYEE COMPENSATION. YOU WILL NEED 2 SEPARATE SETS OF FORMS – THE 1099 MISC FOR THE OWNER RENT REPORTING AND THE 1099 NEC FOR THE VENDORS (NON-EMPLOYEES).

Table of Contents

Introduction.....	3
Main Screen.....	4
Selecting Income Categories.....	9
Printing Reports and Forms.....	11
The 1096 Transmittal Form.....	15
Exporting Your Data.....	17
Other Options.....	20
Troubleshooting Guide.....	24
End User License Agreement.....	27

Introduction

Thank you for purchasing the Tenant File 1099 Software Program for your 2024 reporting. This program is designed to gather the data and print on the IRS forms or export the data needed to report on the rental income received for the Owners you have set up in the Tenant File along with the Vendors you have made payments to. You will be able to sort the information by Name or Tax ID and limit the information to include only specific choices.

This program reports on the rental income that you have received for your Tenant File Owners by searching all Unit Ledgers under each primary Owner and totaling all amounts for the Income Categories you select. You must have entered a Tax ID Number in the main program for each Owner or Vendor, or they will not be included. Keep in mind that only UNIT Ledgers are searched since that is where you should be posting the typical rental income to the Owners such as 'Rent Received'. If you have posted the 'Rent Received' to the Property Ledgers in error, they will not be included.

Vendor Reports are not derived from the ledgers at all, but from the actual printed check information in the Tenant File. For all Vendors in the system, the 1099 Program will total checks printed by **payee name** and report on the result. So be sure you haven't misspelled a vendor name, or it might show it as two *different* vendors. One important note: You must have entered a Tax ID Number for each Vendor in the Vendor information, or the Vendor will not be included. This allows you to enter Tax IDs for those Vendors you are required to file a 1099 on, and to skip any other Vendors.

Installation: If you are using the Tenant File Virtual Server, it is already installed and ready to use in the Tenant File. Just go

to Add-Ons from the Main Menu and click 'Run 1099 Program'.

For DESKTOP users, you must first install it on your computer as per the following instructions:

1. Double-click the downloaded installation file (TF1099800.exe). Be sure to unzip the file first if it is in a zipped or compressed folder. Use the default folder, which is 'C:\Tenant File\TF1099'.

Main Screen

Tenant File 1099 Program - Copyright 2024 W G Software, Inc. (8.0.0)

For TAX YEAR: 2024

The Tenant File 1099 Program will provide you with the information you need to report on income to Owners and payments you have made to Vendors (or Subcontractors). For Owner reporting, this program will search all UNIT transactions and summarize the information for your Owners as per the 'Print Options' selected. For Vendor reporting, the program will search all checks written to Vendors. For either, you must have a Tax ID number for any recipient you wish to include.

Report On

Income to Owners
 Payments to Vendors

Sort By

Name
 Tax ID Number

Report Type

Report Listing
 1099 Form

Location of Tenant File folder (ex: c:\tf4win)

C:\Tenant File\TFSamplelet

Payer

Efficient Real Estate Company < | >

Payer Tax ID (Example: 99-9999999 or 999-99-9999)

123-45-6789

Range to Print

Starting
 Ending

Settings

Include Owner/Vendor Balances Over:

Report on Dates: to

Number of copies (including first page):

Print Options

Print 100% of income for Owner 1 regardless of PERCENTAGE entered
 Print percentage of income for OWNER 1 based on PERCENTAGE entered for OWNER 1
 Print percentage of income for OWNER 2 based on PERCENTAGE entered for OWNER 2

The Tenant File 1099 MISC Main Screen is where all of your reports and forms are created. Once you have entered this

information, it will be saved for later use. Your choices are as follows:

Report On: Select whether this report is for your Owners or Vendors.

Sort By: If you selected Owner in the previous box, you can choose to sort by Owner Last Name or Owner Tax ID Number. If you selected Vendor, you can choose to sort by the Vendor Name or the Vendor Tax ID Number.

Report Type: Choose 'REPORT' first to see a detail of the information your forms will be totaling. Once you are satisfied with the 'Report', you can change this selection to 'Form' and print the 1099 Form.

Location of Tenant Files: Here you must enter the exact folder or directory where your current Tenant File database (**TFDATAFL.MDB**) for the year 2024 is located on your computer. For DESKTOP installations, it will be **C:\Tenant File\TF4WIN** unless you changed the default locations. Your company name will appear when the correct Tenant File database is found. If you have already closed out the year, you'll need to choose the path to where your 2024 transactions are located on your computer. For Tenant File Virtual Server users, the path is already displayed for you and cannot be edited.

Payer: The Payer is your Company Name or whoever is set up in the Tenant File under 'Company Information'. You may select another company, if you wish, by using the arrow buttons (< and >) above the payer field.

Payer Tax ID: This information is not pulled from the Tenant File - you must enter it here.

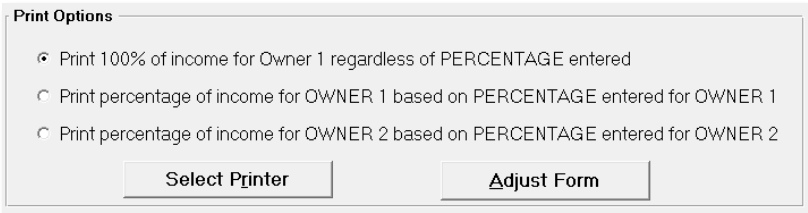
Range to Print: Leave this at the default to print all. This range is determined by your selection under 'Report On' and 'Sort By'. For example, if you selected 'Report On' = Owners and 'Sort By' = Name, then you would enter the last name of the Owner range you wish to include. You MUST have a Tax ID entered for every Owner or Vendor in order for the information to be included. If you selected 'Report On' = Vendors and 'Sort By' = Tax ID, then you would enter the starting and ending Tax ID you wish to include. If you do not enter anything, the program will include all Owners or Vendors in the system in accordance to your selections under 'Report On' and 'Sort By'. This section can be useful if you need to 're-print' a form for one Owner – simply enter the same Owner 1 Last or Company Name in both fields.

Include Owner/Vendor Balances Over: You may enter a number here, and the program will skip any Owners or Vendors whose total income is less than that amount.

Report On Dates: This selection allows you to skip any transactions (or checks) that are not in the date range you specify. This is especially helpful if you do not use a calendar year in the Tenant File. You can specify any dates up to the end of the current tax year.

Number of Copies (including first page): On laser forms, you will need to print out multiple copies for each form run, depending on how many parts are included in the 1099 Form package and how many forms your state requires.

Print Options: This area is very important, because it determines what will be printed on the 1099 Forms.



Print Options

- Print 100% of income for Owner 1 regardless of PERCENTAGE entered
- Print percentage of income for OWNER 1 based on PERCENTAGE entered for OWNER 1
- Print percentage of income for OWNER 2 based on PERCENTAGE entered for OWNER 2

Select Printer Adjust Form

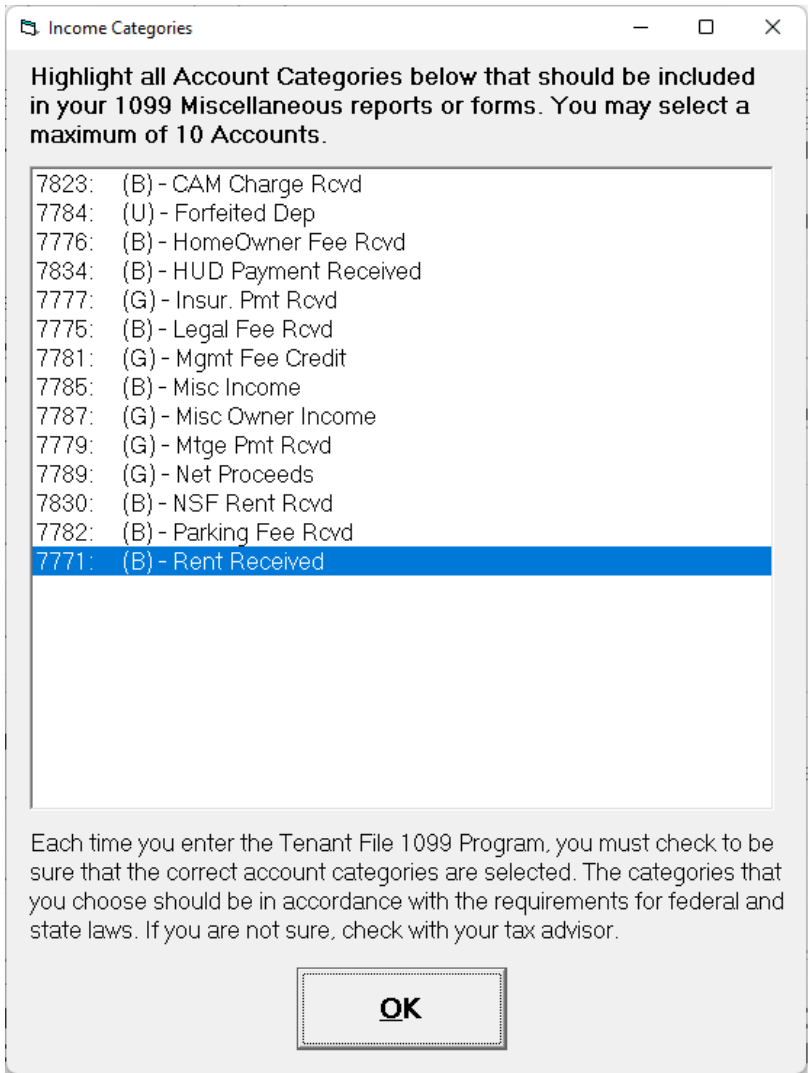
This first choice is the 'default'. It assumes that the primary owner (Owner 1) is the recipient of all income and prints 100% of that income regardless of whether there is an Owner 2, and any percentages entered for Owner 1 or Owner 2.

The second and third choices allow you to run the reports based on owner percentage. You'll need to run a full set of reports/forms for OWNER 1, then another full set for OWNER 2. It will only print amounts based on the percentages entered in the Tenant File. BE SURE both percentages for Owner 1 and Owner 2 add up to 100 for the total within the ledger, and that BOTH Tax IDs are entered. Note: If you have one or more Owner Ledgers with percentages entered for Owner 1 and Owner 2 (that add up to 100%), you will need to make sure that in all other Owner Ledgers that have only one owner (Owner 1), you have 100 entered in the field called '% Owned'.

By choosing the 'Select Printer' button you can change the default printer that will be printing either the forms or the reports. There is also an 'Adjust Form' button which allows you to make changes to the print alignment for the forms. The software is programmed to print within the fields of the

current 2024 IRS forms. If you have an issue with the alignment, you may need to click 'Adjust Form' and change the top or left margin. The 'default' setting should work on most printers but **BE SURE TO TEST IT FIRST ON A FEW PAGES USING BLANK PAPER**. You may be able to also adjust the margin settings on your printer. For Tenant File Virtual Server users, the printer settings are available when the report is displayed on the screen.

Selecting Income Categories



Since you have the flexibility in the Tenant File to add and delete or rename Account Categories at will, you will need to choose from your existing accounts which ones to include and total on your 1099 Reports and Forms. Simply select the accounts you wish to include and click OK. Each time you enter the Tenant File 1099 Program, you must check to be sure that the correct account categories are entered. The categories that you enter should be in accordance with the requirements for federal and state laws. If you are not sure, check with your tax advisor. We are not able to answer questions concerning the reporting within your state.

Printing Reports and Forms

Efficient Real Estate Company						
2406 South Forest Boulevard Houston TX 78734-1123 512-627-3340 512-627-3355						
1099 Misc Owner Listing						
Note: Report includes all Unit Transactions from primary Owner 1 with a Percentage and Tax ID entered						01/01/2024 to 12/31/2024
Date	Account	Status	Remark	Check Number	Status	Amount
Kobella Foster			75-3342334			100%
Foster Lake Rentals						
Cabin 1						
01/05/2024	Rent Received	B	Rent Payment from Tenant	180105	B	\$480.00
02/05/2024	Rent Received	B	Rent Payment from Tenant	180205	B	\$480.00
03/05/2024	Rent Received	B	Rent Payment from Tenant	180305	B	\$480.00
04/05/2024	Rent Received	B	Rent Payment from Tenant	180405	B	\$480.00
Total 1099 Income for Cabin 1						\$1,920.00
Cabin 2						
02/05/2024	Rent Received	B	Rent Payment from Tenant	180205	B	\$200.00
03/05/2024	Rent Received	B	Rent Payment from Tenant	180305	B	\$200.00
04/05/2024	Rent Received	B	Rent Payment from Tenant	180405	B	\$200.00
Total 1099 Income for Cabin 2						\$600.00
Cabin 3						
02/05/2024	Rent Received	B	Rent Payment from Tenant	180205	U	\$150.00
03/05/2024	Rent Received	B	Rent Payment from Tenant	180305	U	\$150.00
04/05/2024	Rent Received	B	Rent Payment from Tenant	180405	U	\$150.00
Total 1099 Income for Cabin 3						\$450.00
Total 1099 Income for Foster Lake Rentals						\$2,970.00
Total 1099 Income for Kobella Foster						\$2,970.00

The first thing you should do is to print a 'Report Listing' to see what information is going to print on the actual 1099 forms. Once you have chosen all of your setup selections, make sure the 'Report Type' is 'Report Listing', then press the 'Start Printing' button. You will see a report similar to the report above for the Owner Report. Check the information very carefully to be sure everything is correct, and then compare the totals to reports you have run in the main Tenant File program, such as the Account Detail by Owners report (using the correct date range).

Note: If there is an error in the Owner totals, you will need to view that information posted in the Unit Ledgers of the main Tenant File program and make any changes there.

There are several buttons across the top, which enable you to change how you view or print your report. From left to right they are:

Close Button: Exit the report and return to the Tenant File 1099 Main Menu by clicking the 'X' in the top left corner.

Arrow Buttons: The inner buttons move throughout your report one page at a time, and the outer arrows (with a vertical line) move you to the first or last page.

Page Count Display: Shows current page number and the total pages in your report, such as page '2 of 10'. If you have not accessed the last page you may see something like '2 of 2+'.

Square Button: Stops activity of report. Press the arrows to resume or exit.

Printer icon: Prints the report, first allowing you to select a page range and number of copies.

Envelope icon: Exports the report to a file.

Drill Down icon: Opens or closes window on left side of the screen which allows you to 'drill down' on your report information. Click on the '+' sign to drill down even further, or the '-' sign to close up the tree. Double click on any item to jump to that item in the report.

Drop down window: Click on the arrow and select the percentage of a viewing size for your report.

Record Information: Shows the percent (%) of report loaded during loading and the number of records accessed by the report.

Once you are satisfied that everything is correct, you can print the actual forms themselves.

We suggest that you first load plain paper in the printer and run a test to be sure the information lines up correctly to the actual form. Click the 'Printer Icon' at the top of the screen and enter the 'Print Range' from 'Page 1 to Page 1' to view the alignment. The program will use the default printer, which you have set up in Windows. Use the 'Adjust Form' selection if you need to make changes.

The Tenant File 1099 software is programmed to print on the current 2024 1099 form available from the IRS or your local office supply store. If adjustments in the printing are needed, you may need to also adjust the printer settings of your printer, in addition to the Tenant File adjustments available on the main screen of the 1099 Program.

Remember, the selections that you make on this form will be used to report the information to the IRS. Make sure you have the correct Name, Address, Tax ID, Percentages, and other information entered correctly in the main Tenant File program. If changes or corrections are needed, those corrections will need to be made in the main Tenant File program. You cannot edit the information pulled from the main program while in the 1099 program.

Now you can run the actual 1099 MISC or NEC forms as shown in the following images:

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PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115	Miscellaneous Information	
		\$	Form 1099-MISC (Rev. January 2022) For calendar year 20__		
PAYER'S TIN		2 Royalties	3 Other income		4 Federal income tax withheld
		\$			
RECIPIENT'S TIN		5 Fishing boat proceeds	6 Medical and health care payments	Copy A For Internal Revenue Service Center	
RECIPIENT'S name		\$	\$		
Street address (including apt. no.)		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.	
City or town, state or province, country, and ZIP or foreign postal code		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney		
Account number (see instructions)		11 Fish purchased for resale	12 Section 409A deferrals		
		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments		
2nd TIN not <input type="checkbox"/>		15 Nonqualified deferred compensation	16 State income		
		16 State tax withheld	17 State/Payer's state no.	\$	
		\$	\$	\$	

Form **1099-MISC** (Rev. 1-2022) Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

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PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116	Nonemployee Compensation	
				Form 1099-NEC (Rev. January 2022) For calendar year 20__
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
RECIPIENT'S name		\$		
Street address (including apt. no.)		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
City or town, state or province, country, and ZIP or foreign postal code		3		
Account number (see instructions)		4 Federal income tax withheld		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
		\$		
2nd TIN not <input type="checkbox"/>		5 State tax withheld	6 State/Payer's state no.	7 State income
		\$	\$	\$

Form **1099-NEC** (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

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The 1096 Transmittal Form

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Form 1096		Annual Summary and Transmittal of U.S. Information Returns			OMB No. 1545-0108											
Department of the Treasury Internal Revenue Service					20XX											
FILER'S name																
Street address (including room or suite number)																
City or town, state or province, country, and ZIP or foreign postal code																
Name of person to contact			Telephone number		For Official Use Only <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											
Email address			Fax number													
1 Employer identification number		2 Social security number	3 Total number of forms	4 Federal income tax withheld \$	5 Total amount reported with this Form 1096 \$											
6 Enter an "X" in only one box below to indicate the type of form being filed.																
W-2G 32	1097-BTC 50	1098 81	1098-C 78	1098-E 84	1098-F 03	1098-G 74	1098-T 83	1099-A 80	1099-B 79	1099-C 85	1099-CAP 73	1099-DIV 91	1099-G 86	1099-INT 92	1099-K 10	1099-LS 16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099-LTC 93	1099-MISC 95	1099-NEC 71	1099-OID 96	1099-PATR 97	1099-Q 31	1099-QA 1A	1099-R 98	1099-S 75	1099-SA 94	1099-SB 43	3821 25	3822 26	5498 28	5498-ESA 72	5498-QA 2A	5498-SA 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 1096 Form is required by the IRS and must be included with your 1099 forms. This form is a summary of all of the 1099 information as selected in your printed 1099 forms.

The Tenant File will calculate the totals for you and give you other options as well. Most of the information should be totaled by the program for you, but you do have the flexibility to manually input the entries yourself, if needed. Check the totals for accuracy. This option is helpful if you needed to make corrections on one or more owners and had to 're-print' the form.

1096 Transmittal Form Setup

Please check the information below, and make any changes necessary. Be sure to test it on blank paper before printing the actual form, making sure everything is printing correctly.

Company Information		Select Tax ID Type	
Company 1	Efficient Real Estate Company	<input type="radio"/> Employer ID Number	
Company 2		<input checked="" type="radio"/> Social Security Number	123-45-6789
Address 1	2406 South Forest Boulevard	Form Count Option	
Address 2		<input checked="" type="radio"/> Let the program count the number of forms	
City ST Zip	Houston TX 78734-1123	<input type="radio"/> Set the number of forms as:	
Contact		Check Box Option	
Phone	627-3340 Office	<input checked="" type="radio"/> Place a check mark on the 1099-MISC box	
Fax	627-3355 Fax	<input type="radio"/> Leave the 1099-MISC box BLANK (you must check it yourself)	
Email		Total Amount Reported	
<input checked="" type="radio"/> Let the program total the amount		Federal Income Tax Withheld	
<input type="radio"/> Set the total amount reported as: \$0.00		<input checked="" type="radio"/> Leave this field blank	
		<input type="radio"/> Set amount withheld as: \$0.00	

Start Printing **Exit**

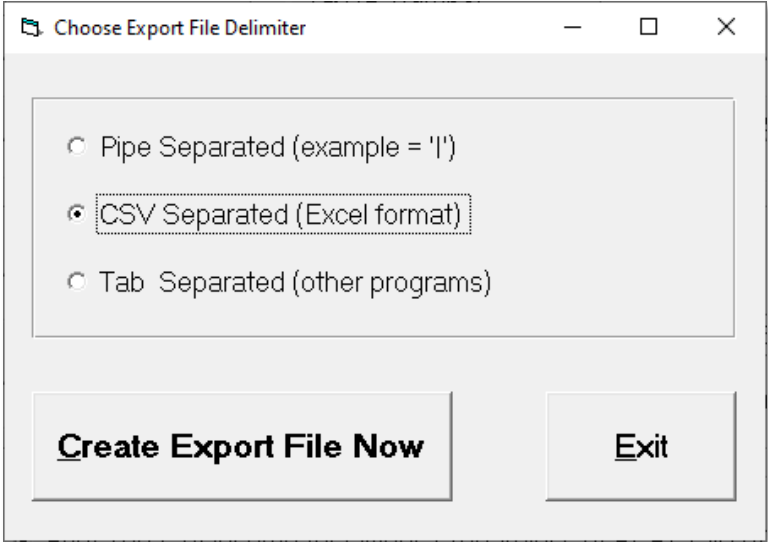
Keep in mind that the transmittal is tied to your selections under 'Print Options'. If you choose Option one to print 100% of income for Owner 1 (the default), this report will total all amounts regardless of percentages entered. If you have Owner Ledgers in your main Tenant File program that include a percentage for Owner 1 and a percentage for Owner 2 and you choose Options 2 or 3 (the percentages), it will COMBINE BOTH Owners 1 and 2 to give you a total of ALL owner percentages of income. Remember that you MUST have percentages for ALL owners in the Tenant File. If there is no split, you still need to enter 100 under the field named '%

Owned' under the Owner 1 section. Also remember you must have all Tax ID's entered as well.

Exporting your Data

The Tenant File 1099 Program will also create an export file for your data. This is the button at the bottom labeled 'Create Owners (or Vendors) Export File'.

This feature is provided in case you need to file your 1099 forms electronically (e-Filing), which may be required by the IRS. In any case, filing electronically can save time and money over paper filing. The Tenant File 1099 program does not e-File directly for you, however, it creates an export file that can be used with many 3rd party e-Filing companies. For tax e-Filing, Tenant File has partnered with Yearli, a Greatland company. The name of the file created will be '1099-MISC-Yearli and will have the file extension for the format you choose. (Example: **1099-MISC-Yearli.csv** for the comma separated format). For DESKTOP users, the file will be located in the same folder as the database location. For Tenant File Virtual Server users, the file will be in your 'Downloads' folder on your local computer. Click the 'eFile 1099s' button for more information.



You simply need to choose the format that you want in accordance with the 3rd party e-Filing requirements and then click the ‘Create Export File Now’ button. All the other settings on the 1099 Screen will be used. On the following display, you will see a condensed sample of a CSV export.

	A	B	C	D	E	F	G	H	I	J
1	Payer Name 1	Payer Address 1	Payer City	Payer State	Payer Zip	Payer Phone	Payer Federal Id	Recipient Id	Recipient Name	Recipient Address
2	Efficient Real Estate Company	2406 South Forest Boulevard	Houston TX	78734	6273340	123-45-6789	75-33423343	Foster	Kobella	
3	Efficient Real Estate Company	2406 South Forest Boulevard	Houston TX	78734	6273340	123-45-6789	74-33432311	Dr John	Porter	
4	Efficient Real Estate Company	2406 South Forest Boulevard	Houston TX	78734	6273340	123-45-6789	87-99898			
5	Efficient Real Estate Company	2406 South Forest Boulevard	Houston TX	78734	6273340	123-45-6789	74-2034423			
6	Efficient Real Estate Company	2406 South Forest Boulevard	Houston TX	78734	6273340	123-45-6789	74-8877887	Mark	Ward	
7										
8										
9										

Note: If you are filing NEC forms for vendors, please be sure that you have entered Tax IDs only for the ones that need a 1099 NEC form. If you have entered your own company or

any owners as 'vendors' be sure that you didn't enter a Tax ID for them, so that they won't get a 1099 NEC form.

Other Options



Some of the other options in the 1099 Program include the items on the left side of your screen. The 'Create Owner or Vendor Export File' was covered earlier in this guide. This file will be located in the same folder as your database.

The 'e-File 1099s' button will take you to our e-Filing partner site where you can order electronic filing of your 1099s.

The bottom option is a convenient listing of your owners in a compact report which will allow you to see the items and totals which are going to show on the 1099 forms. This listing is affected by the choices that you make under the 'Print Options' selection. If you choose the default choice, you'll see all owners that have a Tax ID entered in the Tenant File. Only the PRIMARY owner is considered in this report as 100% of the recipient of 1099 income, regardless of any percentages entered.

On either of the other two selections under the ‘Print Options’ you will see a report showing the actual percentages of the overall income that will be allocated.

Here is a sample of the listing using the first selection:

Efficient Real Estate Company		
2406 South Forest Boulevard Houston TX 78734-1123 512-627-3340 512-627-3355		
Owner 1099 Listing - All Owners - Primary Owner Full Amount		
Owner Name	Owner Tax ID	Total 1099 Balance
Kobella Foster 405 Red Bud Trail Houston TX 88734	75-3342334	\$2,970.00
Porter Dr John 3401 Shoal Creek Drive Houston TX 33091	74-3343231	\$16,837.00
Redford Investments Ltd. Redford Investments Ltd. 1521 Easton Ave, Ste 203 Dallas TX 30433-3309	74-9989889	\$38,600.00
Synergy Properties LLC 2003 One West Building Suite 102-B Dallas TX 78873-2003	74-2034423	\$19,055.00
Ward Mark 300 Forest Glen Suite 103 B Houston TX 77877	74-8877887	\$19,800.00
Report Total:		97,262.00

Here is a sample of the report using either of the two percentages selections:

Efficient Real Estate Company
2406 South Forest Boulevard
Houston TX 78734-1123
512-627-3340 512-627-3355

Owner 1099 Listing - All Owners with Owner Percentages

Owner Name(s)	Owner Tax ID(s)	1099 Balances	Ownership percent	Total 1099 Balance
Jones Mary 2243 Palm Beach Drive Suite 302 West Palm Beach CA 33432		\$0.00	100%	\$0.00
Jones Fred	455-78-9914			
Kobella Foster 405 Red Bud Trail Houston TX 88734	75-3342334	\$2,970.00	100%	\$2,970.00
Porter Dr John 3401 Shoal Creek Drive Houston TX 33091	74-3343231	\$16,837.00	100%	\$16,837.00
Redford Investments Ltd. Redford Investments Ltd. 1521 Easton Ave, Ste 203 Dallas TX 30433-3309	74-9989889	\$38,600.00	100%	\$38,600.00
Synergy Properties LLC 2003 One West Building Suite 102-B Dallas TX 78873-2003	74-2034423	\$19,055.00	100%	\$19,055.00
Ward Mark 500 Forest Glen Suite 103 B Houston TX 77877	74-8877887	\$9,900.00	50%	\$19,800.00
Sallas Robert	74-7897898	\$9,900.00	50%	
			Report Total:	97,262.00

This report only shows those owners with Tax IDs entered and a percentage of ownership. BE SURE that you double check the percentages to verify that they are correct and add up to 100% combined.

The information that you file with the IRS is dependent upon the information that you have entered in the main Tenant File program for the current year along with the options that you select within the TF1099 program. It is very important that you review the information prior to filing.

TROUBLESHOOTING GUIDE:

DESKTOP users: The Tenant File 1099 MISC Program can be installed anywhere on your computer. You are required to enter the folder where your 2024 data is located. Once that is done, your Company Name (Payer) and Tax ID (Payer Tax ID) will be automatically inserted in the correct fields. To insert the location of your Tenant File, click on the 'Browse' button under 'Location of Tenant File folder' > Browse to your Tenant File folder > Highlight the folder and click 'Save and Exit'. (This is not necessary for virtual server users).

If the Company Information is not correct, you will need to make the changes in the main program under SETTINGS > COMPANY INFORMATION.

It is very important that you do not run the 'Year End Closing Procedure' on your main program prior to reporting to the IRS unless you know that you have saved the prior year in a different folder, and the 1099 Program can access it.

Make sure that you are running the updated TF1099MISC program for the current year. The TF1099MISC program is modified each year to work with the current IRS forms. The TF1099MISC program from previous years will not print out correctly on the required IRS forms.

If you are not getting your 1099 information there are several things to check:

Where is my Tenant File database?

For Tenant File DESKTOP users: Right-click on the Tenant File shortcut on your desktop, then select 'Properties'. Look at the 'Start in' field. That is the 'location' of your current Tenant File (ignore the quotation marks).

Not bringing in data

Erase any entries under the 'Range to Print' and let the Tenant File enter '(first)' and '(last)'. Don't type it yourself unless you are looking for a specific name!

Make sure the 'Report on Dates' are for the year you need to report on.

Make sure the 'Include Owner/Vendor Balances Over' field entry is either '0' (zero) or a valid whole number.

Be sure that you are set the 'Location' to the path where your Tenant File database (for the current tax year) is located.

Not finding Owners:

Make sure the 'Report On' selection is 'Income to Owners'.

Make sure you have chosen a valid income account under the 'Select Income Categories' button. Be sure that you have data for that account in the Unit Ledger.

Make sure all Owners in your main Tenant File program that you need to report income for have their correct 'Tax ID' entered in the main Tenant File.

Not finding Vendors:

Make sure the 'Report On' selection is 'Payments to Vendors'.

Make sure you have checks written and printed to those Vendors in the Tenant File for the year you are reporting.

Make sure all Vendors in your main Tenant File program that you created and printed checks to have their correct 'Tax ID' entered in the main Tenant File.

Where do I get the forms?

1099 MISC and NEC forms can be purchased from your local office supply store or online. Tenant File does not sell the forms.

END-USER LICENSE AGREEMENT FOR TENANT FILE 1099 PROGRAM (Desktop and Virtual Server versions)

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