Last Modified on 09/29/2026 12:45 pm EDT

1099 Back of Form

Month End > 1099 Process > Back of Form

The text printed on the back of the 1099 form is maintained under the menu option *Month End > 1099 Process > Back of Form.*

- If the instructions on the back of the form exist for the current year, they will be populated when you select Generate.
- If the instructions on the back of the form do not yet exist for the current year, click Apply Annual form update.
- Set the Threshold amount at $600.00.
- Be sure the information on the back of the form exists for each form type.

If the annual update is not available, text can be manually keyed in each tab.

For more info, see 1099 Processing.