

**Clarity 1099 Electronic Filing
Additional Steps for Wisconsin – 2021**

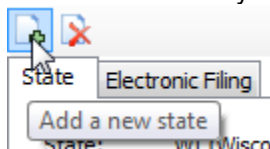
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1099's

Some additional steps need to be taken to add information to the Electronic 1099 file before it is filed with the State of Wisconsin. Once you have finished **Step 14** in the **Clarity Accounts Payable Year-end Checklist – 2021**, follow these steps.

1. Open **Connect Accounts Payable > 1099 Reporting > Organization**.
2. Click on the **States** tab.
3. If **WI** doesn't already appear, click the **Add a new state** button.

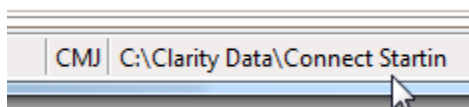


Select **WI** from the **State** drop-down field and click **OK**.

4. Enter or verify the state **ID number**. Enter the ID with no dashes.
5. Close **Organization**.
6. Click [here](#) to go to our year-end website.
7. Click on **1099 Recipient Populator** on the right side of the screen.



8. Save the program into your Clarity start in folder. If you do not know your Clarity start in folder, open Clarity and look at the bottom of the screen. This is the folder you will want to save this file into.



9. Open **File Explorer** and navigate to your start in folder noted in the previous step and double-click on **Recipient1099Populator.exe**. Click **OK**. (If you get a blue screen warning "Windows Protected your PC", click More Info and Run Anyway.)
10. Open **Connect Accounts Payable > Government Reporting > Create Electronic 1099 File**.
11. Verify the **Tax Year**, **File Name**, and **Transmitter Control Code (TCC)** (this is the code you receive after registering with the IRS FIRE site). If you do not have a TCC and are only filing electronically with your State, you should use "00000".

12. Use the **Browse** button next to the **File Path** field to control where you want to save the file.
13. Click **Go** to create the electronic file.
14. Click [here](#) to open our 1099 conversion website where additional information will be added to the Electronic 1099 file as mandated by the State of Wisconsin.
15. Select **WI 1099** from the **Select the Edit Type** drop-down field.
16. Enter the **State Account Number**. Enter this number with no dashes.
17. Click the **Browse** button and find the 1099 file saved in step 12 above. Click **Open**.
18. Click the **Convert** button. This will create a zip file in your downloads folder. You will need to extract the files and upload them to the Wisconsin site (step 19 and 20). The file with an "A" in the title is the Miscellaneous forms and the file with NEC in the title is the Nonemployee Compensation forms.
19. Go to the WI Department of Revenue website clicking [here](#).
20. Select **Ready to Transfer EFW2** and follow the steps.