



US 2021 – 1099R Processing Instruction Guide

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Notice

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Overview

High Line provides US 1099R instructions for two main purposes:

- ✓ Assist our clients with the preparation for the upcoming year end
- ✓ Aid in the set up and production of 1099R forms, Summary Report and Media files

The purpose of this Instructor Guide is to assist and give guidance specifically for the US 1099R Processing.

Before You Start

Users must have a thorough understanding of the Payroll Pay cycle processing and the functions in *Produce US Legislative* reports.

The Process at a Glance

There is required set up of 1099Rs before the forms, reports and media files can be produced.

Users must confirm the setup of groups, states, counties, school districts and tax jurisdictions as they apply to your organization.

The government registration of the required government reporting levels and any applicable user fields must also be confirmed.

After the 1099R set up is complete, the Summary Report is run for comparison to the Year-To-Date Register. When everything is balanced, the 1099Rs can be printed and the summary report can be re-run to produce the required media file.

2021-2022 Year End Changes

Government Websites

Table 1: Government Websites

Website	Description
https://www.irs.gov/pub/irs-pdf/f1099r.pdf	1099R Form
https://www.irs.gov/pub/irs-pdf/i1099r.pdf	1099R Instruction Booklet

New for 2021

Form 1099-R

Safe harbor explanations for eligible rollover distributions. Notice 2020-62 contains the two model notices that may be provided to recipients of eligible rollover distributions to satisfy the notice requirements under section 402(f). See Explanation to Recipients Before Eligible Rollover Distributions (Section 402(f) Notice), later.

Government Registration

Taxation Level Processing

If an employee has worked and/or lived in multiple tax jurisdictions during one taxation year, the reporting of 1099R for this employee is as follows:

Federal level

- Federal information is totaled for all states for all employments for the reporting calendar year by Federal Registration.
- This includes Box 1 to Box 14
- The reporting of 1099R Form and Magnetic Media filing is sorted and grouped by Federal Government Registration
- After all federal information is summarized, the federal information will be printed on the first 1099R form for the employee (Box 1-11, Box 12's 1st four entries and Box 14's 1st two entries).
- Additional Box 12 and 14 information is printed on subsequent 1099R forms for each employee. These forms will **NOT** repeat the federal information (Box 1-11).

State level

- State information is summarized by each individual State regardless of whether the State tax is generated from the work State tax or the residence State tax.
- If an employee has multiple tax jurisdictions within one State, the State tax information will be summarized by State
- This includes Box 15 to Box 17 and SUI quarterly information
- After all State information is summarized, each State is printed on the 1099R form and overflows onto subsequent 1099R forms, until all States are printed

Local level

- Local information is reported for the County Tax Information and the City Tax Information
- If County tax has been withheld for a GEO code, the County tax information is summarized by the GEO code, regardless if the tax is generated as work County or residence County tax
- If the City tax has been withheld for a GEO code, the City tax and wages are summarized by the GEO code, regardless of whether the tax is generated as work City or residence City tax. This includes Box 18 to Box 20
- After all the local (County/City) information is summarized, each local is printed on the 1099R form and overflows onto subsequent 1099R forms, until all locals are printed

School level

- School District tax information is reported in Box 14 with School Wage Base and School Tax
- On each 1099R form:
- Box 14 - "Other Information" allows up to four lines to be reported. Each Box 14 information requires 2 lines to be printed; the first line to print the description and the second line to print the amount. School information requires 4 lines, therefore subsequent 1099R forms will be generated if more entries are required.
- Box 12 allows up to four entries to be reported. Subsequent 1099R forms will be generated if more entries are required.

1099R Form Definition (IDFD)

Form Code HL\$US-1099R-2022

High Line provides seed data scripts to our clients with the Year End Software release to load the IDFD Form Code definition SEED_IDFD_HL\$US_1099R_YYYY.sql

It is not necessary to maintain this form, unless instructed to do so by High Line.

Users can copy the IDFDV Variable definition from last year to the current year. Please refer to the **Copy Last Year's definition to Current Year** section below.

This seed data script is re-runnable. It will not erase the IDFDV set up of the same Form Code.

IDFD Store Option

The IDFD Form Code HL\$US-1099R-2022 provides the **Store Option** starting from Seq# 2000 in order for the RPYEU process to store the Employer Name/Addresses, the Employee Name/Addresses and the Amounts of the Seq# in the Government Remittance Tables.

IMPORTANT: Users must run the RPYEU process with the new IDFD HL\$US-1099R-2022 Form Code, or users can run a copy of this Form Code that has the **Store Option** set up to store the Addresses and the Amounts in the Government Remittance Tables.

IDFDV – Copy Last Year's Definition to Current Year

After the HL\$US-1099R-2022 information has been loaded, users can copy the IDFDV Variable definition from the last year to the current year using the **COPY** button on the IDFDV form as follows:

1. On the IDFDV form, select the new preloaded HL\$US-1099R -2022
2. Press the 'Copy Form Definition' button and the Copying dialog box is displayed.
3. Enter the name for your user defined Form Code (i.e. XYZ\$US-1099R-2022)
4. Set the **Copy Definition with Variables** toggle to **ON**.
5. Select last year's Form Code that has the variables set up (i.e. XYZ\$US-1099R-2021)
6. Press the 'Copy Form Definition' button and the Copying dialog box is displayed.
7. Enter the current year's user defined Form Code (i.e. XYZ\$US-1099R 2-2022)
8. Set the **Copy Definition with Variables** toggle to **ON**. This will copy the variables set up from last year's Form Code to the current year's Form Code.

1099R Form Definition Variables

Use the IDFDV form to enter the variable data needed to correctly complete the 1099R's, for both the printed 1099R's and the Magnetic Media files.

Users should only work with the **Source** and **Field Variable** columns. The Derivation Expression field can be used by **ADVANCED** users or under the guidance of a High Line consultant.

On this form, users define where, in their particular set up, each required field of data is to be retrieved from.

IDFDV Field Descriptions

Table 2: IDFDV Field Descriptions

Field	Description	
Identifier	This value defaults in from the IDFD form and shows the relevant box on the W2 form or stored on the file.	
Seq #	Defines the sequence number of the Identifier	
Description	This value defaults in from the IDFD form and displays the corresponding W2 Form Box description form or stored on the file.	
Level	Defaults from the IDFD form, displays the Level (Federal, State, Employer, etc.) that is being reported on for forms/media file.	
O/R Prompt	Displays the user-defined text (prompt) to print on the Summary Reports. These user-defined terms are not all used on the W2 forms but are all used on the summary reports .	
Source	Defines the source of the variable data to report on the W2 from. The Source defines the Field Variables that will be available.	
	Source	Field Variable
	Constant	Input a character string, such as the company name. Manual data entry
	Database Column	Choose from a list of Data Base fields available
	Statistic	Choose from a list of Statistics from IDSC
	Pay Component	Choose from a list of Pay Components from IPPC
	Element	Choose from a list of Elements from IPPE
	IDGV Variable	Choose from a list of User Defined fields defined for the Government Registration (IDGV) form
Field Variable	Defines the relevant value for the record from the LOV previously defined in the Source field.	
Field Usage	This value defaults in from the IDFD form and defines where this record will be used. Options are: Form only, File only or Form and File.	
Text	Defaults in from the IDFD form, help/explanation text for the field.	

Derivation Expression	Used to format the information so that it is presented as required. Example: Users can show all of the information in upper case. This is where a string formula would be defined.
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Descriptions and Suggestions

Users should read the following **PRIOR** to setting up the IDFDV form:

- *2021 Instructions for Forms 1099-R and 5498* available at <https://www.irs.gov/pub/irs-pdf/i1099r.pdf>

IDFDV Form Definition

IDFDV Form Code HL\$US-1099R-2022

After IDFD is loaded, users must set up your organization's information for this Form Definition on the IDFDV form.

For 2021-2022 reporting, the IDFD Form Code HL\$US-1099R-YYYY starter script has provided the **Store Option** starting from Sequence # 2000 in order for the RPYEU process to store the Amount of the Seq # in the Government Remittance Tables.

IMPORTANT: Users must run the RPYEU process with the IDFD HL\$US-1099R-YYYY Form Code or a copy of this Form Code that has the **Store Option** set up to store the amounts in the Government Remittance Tables.

Any prior year's Form Codes do not supply this Option and therefore will not turn on the Store feature for the RPYEU process.

IDFDV HL\$US-1099R-2022 Form Code Identifiers

IDFD Form: HL\$US-1099R-YYYY – system provided

IDFD Form Type: US 1099R Definition

NOTE: Fields marked with an asterisk (*) are MANDATORY

Form Code Identifiers

Table 3: Form Code Identifiers

Field Identifier	Description	Suggested Field Source	Suggested Variable
* SUB-ER-EIN	Submitter's Employer EIN	Constant	9 character EIN
SUB-PIN-NUMBER	Personal Identification Number	Constant	8 characters assigned to you as PIN #. Enter 1 if the file is submitted, otherwise enter 0
SUB-RESUB-IND	Resubmit Indicator	Constant	Enter 1 if file is resubmitted, otherwise 0
SUB-RESUB-WFID	Resubmit SSA WFID from notice	Constant	If resubmit, enter SSA WFID from notice
SUB-VENDOR	Software Vendor Code	Constant	Enter your company data

SUB-SOFTWARE	Submitter Software Code	Constant	Enter your company data
SUB-COMP-NAME	Company Name receive EF1099RW	Constant	Enter Company name who receive EF1099RW
SUB-COMP-LOCN	Company Location Address	Constant	Enter company's location address, such as Attention, Suite, Room
SUB-COMP-DELIV	Company Delivery Address	Constant	Enter company's delivery address, such as Street or Post Office Box, etc.
SUB-COMP-CITY	Company's City	Constant	Enter company's city
SUB-COMP-STATE	Company's State Abbrev	Constant	Enter company's State abbreviation
SUB-COMP-ZIP	Company's ZIP Code	Constant	Enter company's ZIP code
SUB-COMP-ZIP-EXT	Company's ZIP Code Extension	Constant	Enter company's ZIP code extension
SUB-COMP-F-STATE	Company's foreign State/Province	Constant	Enter company's foreign State/Province
SUB-COMP-F-POST	Company's foreign postal code	Constant	Enter company's foreign postal code
SUB-COMP-COUNTRY	Company's country if applicable	Constant	Enter company's country, if applicable
* SUB-SUBM-NAME	Submitter Organization Name	Constant	Organization Name to receive unprocessed data
* SUB-SUBM-LOCN	Submitter Location Address	Constant	Enter submitter location address, such as Attention, Suite, etc.
* SUB-SUBM-DELIV	Submitter Delivery Address	Constant	Enter submitter delivery address, such as Street, Post office box, etc.
* SUB-SUBM-CITY	Submitter City	Constant	Enter submitter city
* SUB-SUBM-STATE	Submitter State Abbrev	Constant	Enter submitter State Abbreviation

* SUB-SUBM-ZIP	Submitter ZIP Code	Constant	Enter submitter ZIP code
SUB-SUBM-ZIP-EXT	Submitter ZIP Code Extension	Constant	Enter submitter ZIP code extension
SUB-SUBM-F-STATE	Submitter foreign State/Province	Constant	Enter submitter foreign State/Province
SUB-SUBM-F-POST	Submitter foreign postal code	Constant	Enter submitter foreign postal code
SUB-SUBM-COUNTRY	Submitter country if applicable	Constant	Enter submitter country if applicable
* SUB-CONT-NAME	Contact name for SSA	Constant	Enter your company data
* SUB-CONT-TEL	Contact telephone # for SSA	Constant	Enter your company data
SUB-CONT-TEL-EXT	Contact telephone extension	Constant	Enter your company data
SUB-CONT-EMAIL	Contact e-mail address for SSA	Constant	Enter your company data
SUB-CONT-FAX	Contact FAX phone # for SSA	Constant	Enter your company data
SUB-CONT-METH	Preferred Contact method	Constant	MUST be left Blank
SUB-PREPARER	Preparer Code	Constant	Enter your company data
SUB-3RD-PARTY-SICK	Third-Party Sick Pay Indicator	Constant	Enter your company data
SUB-3RD-PARTY-TAX	Income Tax Withheld by 3 rd Party	Constant	Enter your company data
ER-AGENT-IND	Agent Indicator Code	Constant	If applicable, enter appropriate code
ER-FOR-EIN	Agent for which EIN	Constant	If you are an agent, enter the EIN for which you are an agent for
ER-TERM-BUS	Terminating business indicator	Constant	Enter appropriate code from SSA

ER-ESTAB	Establishment Number	Constant	Further identify within EIN
ER-OTHER-EIN	Other EIN	Constant	Other EIN used
* R99-ER-EIN	Employer Identification Number	Data Base Column	DGV.GOVТ_REGIST_NUMBER
* R99-ER-NAME	Employer Name	Data Base Column	DED.ENTITY_NAME
R99-ER-LOCN-ADDR	Employer Location Address	Constant	Employer's location address i.e. Attention, Suite, Room # etc. DLN.ADDRESS_LINE_2 or DLN.MAIL_ADDRESS_LINE_2 - enter the word MAIL or blank
	<p>To use Primary address, leave this blank.</p> <p>To use Mailing address, enter the word MAIL.</p> <p>System will derive the complete primary or mailing address and store in the Address Identifiers.</p>		
R99-ER-DELIV-ADDR	Employer Delivery Address	Constant	Employer's delivery address i.e. Street or Post Office Box DLN.ADDRESS_LINE_1 or DLN.MAIL_ADDRESS_LINE_1 - enter blank, system derived
R99-ER-CITY	Employer City	Constant	Employer's city DLN.LOCALITY or DLN.MAIL_LOCALITY - enter blank, system derived
R99-ER-STATE	Employer State Abbrev	Constant	Employer's State abbreviation DSP.STATE_PROVINCE_CODE - enter blank, system derived

R99-ER-ZIP	Employer ZIP Code	Constant	Employer's ZIP Code DLN.ZIP_POSTAL or DLN.MAIL_ZIP_POSTAL - enter blank, system derived
R99-ER-ZIP-EXT	Employer ZIP Extension	Constant	Employer's ZIP Code DLN.ZIP_POSTAL or DLN.MAIL_ZIP_POSTAL - enter blank, system derived
R99-ER-F-STATE	Employer foreign State/Province	Constant	Employer foreign State/ Province or Constant. enter the word NAME or blank
R99-ER-F-POSTAL	Employer foreign postal code	Constant	Enter Employer foreign postal code or Constant
R99-ER-COUNTRY	Employer country if applicable	Constant	Enter Employer country - enter blank, system derived
R99-ER-F-COUNTRY	Employer foreign Country	Constant	Enter the word NAME or the word ISO or blank
* R99-ER-TAX-JURIS	Tax Jurisdiction Code	Constant	Enter appropriate code or null
R99-ER-ACCT-NO	Account Number	Constant, Data Base Column or IDGV variable	For IDGV variable, users can look up the IDGV Field Variable and enter the Account Number on IDGV
R99-EE-SSN	Employee Social Security Number	Data Base Column	EID.GOVERNMENT_CODE
* R99-EE-FIRST-NAME	Employee First Name	Data Base Column	EID.FIRST_NAME
R99-EE-MIDDLE	Employee Middle Name	Data Base Column	EID.MIDDLE_NAME
* R99-EE-LAST-NAME	Employee Last Name	Data Base Column	EID.LAST_NAME

R99-EE-SUFFIX	Employee Suffix Name	Data Base Column	EID.RANK with derivation expression Decode('~','01','JR','02','SR',NULL)
R99-EE-LOCN-ADDR	Employee Location Address	Constant	Employee's location address i.e. Attention, Suite, Room # etc EPS.ADDRESS_LINE_2 EPS.MAIL_ADDRESS_LINE_2 - enter the word MAIL or blank
	<p>To use Primary address, leave this blank.</p> <p>To use Mailing address, enter the word MAIL.</p> <p>System will derive the complete primary or mailing address and store in the Address Identifiers.</p>		
R99-EE-DELIV-ADDR	Employee Delivery Address	Constant	Employee's delivery address i.e. Street or Post Office Box EPS.ADDRESS_LINE_2 or EPS.MAIL_ADDRESS_LINE_2 - enter blank, system derived
R99-EE-CITY	Employee City	Constant	Employee's city EPS.LOCALITY or EPS.MAIL_LOCALITY - enter blank, system derived
R99-EE-STATE	Employee State Abbrev	Constant	Employee's State abbreviation DSP.STATE_PROVINCE_CODE - enter blank, system derived
R99-EE-ZIP	Employee ZIP Code	Constant	Employee's ZIP Code EPS.ZIP_POSTAL or EPS.MAIL_ZIP_POSTAL - enter blank, system derived

R99-EE-ZIP-EXT	Employee ZIP Extension	Constant	Enter employee's ZIP Code EPS.ZIP_POSTAL EPS.MAIL_ZIP_POSTAL - use derivation expression substr(~,6) for ZIP extension
R99-EE-F-STATE	Employee foreign State/ Province	Constant	Employee foreign State/ Province or Constant enter the word NAME or blank
R99-EE-F-POSTAL	Employee foreign postal code	Constant	Employee foreign postal code - enter blank, system derived
R99-EE-COUNTRY	Employee country, if applicable	Constant	Enter Employee country - enter blank, system derived
R99-EE-F-COUNTRY	Employer foreign Country	Constant	Enter the word NAME, the word ISO or blank
R99-CONTROL-PRT	Print Control Number on Form	Constant	Null, 0, 1, 2, 3, 4, 5 or 6 0, Null - Do not print Control Number on 1099RForm 1 - Print Control Number as defined in 1099RW_CONTROL_NUM Identifier 2 - Print Control Number as defined from RPYEU 'Sort Level By' prompt 3 - Print 1099RW_CONTROL_NUM Identifier and Person Code 4 - Print 'Sort Level By' prompt and Person Code 5 - Print 'Sort Level By' prompt and 1099RW_CONTROL_NUM Identifier 6 - Print 'Sort Level By' prompt and 1099RW_CONTROL_NUM Identifier and Person Code
R99-CONTROL-NUM	Control Number on Form	Data Base Column	Enter your company data
R99-DATE-OF-PAYMENT	Date of Death Benefit Paid	Data Base Column	EID.DATE_OF_PAYMENT See NOTE below for setup
R99-EXCLUDE-EE	Exclude Employee	Data Base Column	Enter your company data

R99-GROSS-DISTR	Gross Distribution	Element	F1099RW-BOX-01
R99-TAXABLE-AMT	Taxable Amount	Element	F1099RW-BOX-02A
R99-TXBL-NOT-DET	Taxable Amount Not Determined	Element	F1099RW-BOX-02B-1
R99-TXBL-TOT-DIS	Taxable Amount Total Distribution	Element	F1099RW-BOX-02B-2
R99-CAPITAL-GAIN	Capital Gain	Element	F1099RW-BOX-03
R99-FIT	Federal Income Tax Withheld	Element	F1099RW-BOX-04
R99-EE-ROTH	Employee Roth Contributions	Element	F1099RW-BOX-05
R99-NUA-ER-SEC	Net Unrealized Appreciation ER Securities	Element	F1099RW-BOX-06
R99-DISTR-CODE	Distribution Code(s)	Constant	Enter your company data
R99-IRA-SEP-SIMP	IRA or SEP or SIMPLE	Element	F1099RW-BOX-07
R99-OTHER-DOL	Other Dollars	Element	F1099RW-BOX-08
R99-OTHER-PERC	Other Percent	Element	F1099-BOX-08-1
R99-PERC-DISTR	Percentage of Total Distribution	Element	F1099RW-BOX-09A
R99-EE-CONTR	Total Employee Contributions	Element	F1099RW-BOX-09B
R99-1ST-YR-ROTH	First Year Roth Contributions	Element	F1099RW-BOX-ROTH

The values from R99-CODE-1 to R99-CODE-T are for Box 7 Distribution Codes and are for documentation purposes only. There is no need to set these identifiers up.

Table 4: Form Code Field Identifiers Cont.

Field Identifier	Description	Suggested Field Source	Suggested Variable
R99-CODE-1	Early Distr, no known exceptions	Pay Component	Enter your company data
R99-CODE-2	Early Distr, exception applies	Pay Component	Enter your company data
R99-CODE-3	Disability	Pay Component	Enter your company data
R99-CODE-4	Death	Pay Component	Enter your company data
R99-CODE-5	Prohibited transaction	Pay Component	Enter your company data
R99-CODE-6	Section 1035 exchange	Pay Component	Enter your company data
R99-CODE-7	Normal distribution	Pay Component	Enter your company data
R99-CODE-8	Excess contrib earnings deferrals	Pay Component	Enter your company data
R99-CODE-9	Cost current life insurance	Pay Component	Enter your company data
R99-CODE-A	Eligible 10 year tax option	Pay Component	Enter your company data
R99-CODE-B	Roth account distribution	Pay Component	Enter your company data
R99-CODE-D	Excess contrib earnings deferrals	Pay Component	Enter your company data
R99-CODE-E	Excess 415 or 403(b)	Pay Component	Enter your company data
R99-CODE-F	Charitable gift annuity	Pay Component	Enter your company data
R99-CODE-G	Rollover contribution	Pay Component	Enter your company data
R99-CODE-J	Early distr Roth IRA	Pay Component	Enter your company data
R99-CODE-L	Loans distr 72(p)	Pay Component	Enter your company data
R99-CODE-N	IRA contrib	Pay Component	Enter your company data

R99-CODE-P	Excess contrib earnings	Pay Component	Enter your company data
R99-CODE-Q	Qualified distr Roth IRA	Pay Component	Enter your company data
R99-CODE-R	IRA contrib	Pay Component	Enter your company data
R99-CODE-S	Early distr SIMPLE IRA 2 yrs, no exception	Pay Component	Enter your company data
R99-CODE-T	Roth IRA distr, exception applies	Pay Component	Enter your company data

The values from R99-OTHER-01 to R99-OTHER-20 are for future use. There is no need to set these identifiers up.

Table 5: Form Code Field Identifiers Cont.

Field Identifier	Description	Suggested Field Source	Suggested Variable
R99-OTHER-01	Your company description	Pay Component	Enter your company data
R99-OTHER-nn	Your company description	Pay Component	Enter your company data
R99-OTHER-20	Your company description	Pay Component	Enter your company data

Please set up the following State/Local Identifiers, if necessary.

Table 6: State/Local Identifiers

Field Identifier	Description	Suggested Field Source	Suggested Variable
R99-STATE-CODE	State Code	Data Base Column	DSP.STATE_PROVINCE_CODE
R99-STATE-REGIST	State Registration ID #	Data Base Column	DGV.GOV_T_REGIST_NUMBER
R99-STATE-DIST-HOME	State Distributions (Home State)	Element	R99-STATE-DIST-H
R99-STATE-DIST-WORK	State Distributions (Work State)	Element	R99-STATE-DIST-W

R99-STATE-TAX-HOME	State Income Tax (Home State)	Element	R99-STATE-TAX-H
R99-STATE-TAX-WORK	State Income Tax (Work State)	Element	R99-STATE-TAX-W
R99-CNTY-NAME	County Name	Data Base Column	DCN.COUNTY_NAME
R99-CN-DIST-HOME	County Distributions (Home County)	Element	R99-CNTY-DIST-H
R99-CN-DIST-WORK	County Distributions (Work County)	Element	R99-CNTY-DIST-W
R99-CN-TAX-HOME	County Tax (Home County)	Element	R99-CNTY-TAX-H
R99-CN-TAX-WORK	County Tax (Work County)	Element	R99-CNTY-TAX-W
R99-CITY-NAME	City Name	Data Base Column	DTX.JURISDICTION_NAME
R99-CI-DIST-HOME	City Distributions (Home City)	Element	R99-CITY-DIST-H
R99-CI-DIST-WORK	City Distributions (Work City)	Element	R99-CITY-DIST-W
R99-CI-TAX-HOME	City Tax (Home City)	Element	R99-CITY-TAX-H
R99-CI-TAX-WORK	City Tax (Work City)	Element	R99-CITY-TAX-W

1099R Processing

The RP1099RW form print program prints all information retrieved from the RPYEU xml file, according to the selection criteria.

If an employee has multiple States and Local tax information to be reported, each 1099R form is printed with 2 States and 2 Locals information until all State and Local information are printed. The Local information printed may not necessarily coincide with the State Information on the same page.

The RP1099RW program generates Summary Totals by each Employer Identification Number and Employment Type. At the end of the RP1099RW run, a Grand Total Summary is generated for all Employers.

Users must run RMEX with the RP1099RW Mex ID to obtain the Summary and Grand totals to balance to the RPYEU Summary report.

The RP1099R Summary and Grand Totals are accumulated for numeric, alphanumeric or Toggle boxes that are not totaled.

Users should verify the RP1099R numeric box totals balance to the RPYEU numeric box totals.

The RP1099RW process generates the Summary Totals and Grand Totals for all States and Locals regardless:

- If the tax is from the **WORK** or **HOME** tax jurisdiction
- Which States and Locals the taxes are in

The RP1099RW process **DOES NOT** accumulate the State and Local tax totals by each State and each Local. Users should run the RPYEU Summary report to obtain the totals for each State and Local.

If the RP1099RW process cannot select any information from the xml file to print, users must run RMEX with the RP1099RW Mex ID to review any error or exception messages to locate the problem.

1099R Type of Employment

The **1099R Type of Employment** field on the IDGR form must be defined on the **Registrations** tab to qualify employees who have YTD information and belong to a Group, for each **1099R Type of Employment**.

A – Agriculture

F – Form 944 filler

H – Household

M – Military

Q - Medicare Qualified Government Employment

R – Regular (all others)

X - Railroad

Users must run RPYEU for each **1099R Type of Employment**.

Example: Run RPYEU for **Regular** employment, then run RPYEU for **Agriculture** employment.

The **1099R Employment Type** for a Group **MUST NOT BE CHANGED** even if there are multiple effective date records for a group.

- If the 1099R Employment Type is changed for a group for a different effective date, then the 1099R reporting will be incorrect because it cannot qualify the YTD information under the proper 1099R Employment Type.

Employees can work for multiple Types of Employment during a year. For example: an employee is a **Regular** employment employee during the year and also works for **Agriculture** employment during the summer. In this case, the **Agriculture** employment requires to report earnings on Form 943 and the Agriculture earnings should be separate from the Regular employment reporting on the 1099R. Users should set up a different Group for Agriculture and the employees should be paid and reported under the Agriculture Group.

When the RPYEU process is run, the employee will be automatically reported under the proper 1099R Type of Employment from the IDGR form.

For Medicare Qualified Government Employees, users do not need to define a specific Group with **1099R Type of Employment 'Q'** in order for the employees to be reported with a Q type employment. Employees are classified as MQGE by the FICA and Medicare tax method on the IPRLU form.

- If the IPRLU FICA method is defined as **Do not Calculate AND** the Medicare method is defined, the employee is qualified as an MQGE employee and will be reported under 1099R Type of Employment Q regardless of which Group they belong to.
- When RPYEU is run, if the **1099R Type of Employment** selected is 'R', the employee will still be reported under Q depending on the FICA and MEDICARE tax method (defined on IPRLU).

DATE OF PAYMENT Field Setup

For the new field **Date of Payment, Seq#2815, R99-DATE-OF-PAYMENT**, a combination of User Defined Fields (UDF) in IMUF and User Fields (UF) in IMCD will be used.

The seed data (SEED_RP1099RWWW_YYYYMMDD.sql) provided will create new user fields as follows:

- On IMUF, Table Alias EID – new User Field called **Date_of_Payment** in IMUF
- On IMCD, Table Alias EID - new Column **Date_of_Payment**
- On the IMFD/IMFDV, Sequence 2815, Identifier “R99-DATE-OF-PAYMENT” for the new field will also be created.

After loading the seed data, confirm these 2 fields are created.

In IDFDV, for the new Seq#2815 Identifier “R99-DATE-OF-PAYMENT” the field variable column must be set to “EID.DATE_OF_PAYMENT”.

On the Maintain Identity Information (IEID) form, in the User Field ‘Date of Death Benefit Paid’, the date must be entered for the selected employees.

After the RPYEU process is run, users can use Notepad or a PFE Editor to review the XML file content. Users can double click on the .xml file to open the XML file using an xml editor. Users can archive this XML file for historical reporting purposes or to reprint the 1099Rs.

RPYEU Trace and Data Dump File

Users should always run RPYEU with the Trace Level set to **Exceptions Only** for all employees.

If there is problem in RPYEU and a user needs to determine which employee has the problem, the user should run RPYEU with the Trace Level set to **Program Trace**. This will print a list of processed employees to determine which employee has the problem.

When the Trace Level is set to **Program Trace**, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEU Execution ID.

After determining which employee has the problem, users should run RPYEU for one employee with the Trace Level set to **Utility Trace** to determine the problem in detail.

When RPYEU is run with any Trace level, all trace messages are also written to a ‘_trace.csv’ file so users can open it in Excel for investigation. The dynamic SQL SELECT statement is written to ‘_select.txt’ file.

When the **Create Data Dump** toggle is set to YES, RPYEU will generate data dump files with a .csv extension for Federal, State, Local and School information. Users can open these data dump files in Excel for debugging and balancing purposes.

For example, when Mex ID 150277 is run with trace and data dump, the following files are generated:

Table 7: Sample Generated Files With Trace

File Name	Description
rpyeu_1099R_150277.xml	xml file to be read by the 1099RW Print Programs to print the 1099R forms
rpyeu_1099R_150277_select.txt	SQL select statement, can be used in SQL+
rpyeu_1099R_150277_trace.csv	Trace file for debugging
rpyeu_1099R_150277_fed.csv	Federal data dump file for debugging or balancing
rpyeu_1099R_150277_state.csv	State data dump file for debugging or balancing
rpyeu_1099R_150277_local.csv	Local data dump file for debugging or balancing
rpyeu_1099R_150277_school.csv	School data dump file for debugging or balancing

If RPYEU is not run in Trace mode, then only one file is generated:

Table 8: Sample Generated File Without Trace

rpyeu_1099R_150277.xml	xml file to be read by the 1099RW Print Programs to print the 1099R forms
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Exclude Employees

Users can exclude certain employees from 1099R reporting by setting up the 1099R-EXCLUDE-EE Identifier on the IDFDV form.

If the value of the 1099R-EXCLUDE-EE Identifier is defined as 'Y', the employee is bypassed.

Example:

If a user does not want to report employees whose Assignment Title is **Election Worker** or **Self Employed**, set up the 1099R-EXCLUDE-EE Identifier with the following:

- Field variable = EASD.ASSIGNMENT_TITLE
- Derivation Expression =

```
decode(UPPER(~),'ELECTION WORKER','Y','SELF EMPLOYED','Y','N')
```

NOTE: Use UPPER(~) to convert an alphanumeric field to compare all upper case letters.

If a user has a complex situation to exclude an employee, a **STAT CODE** can be used to define the employee should be excluded.

Example:

An employee is excluded when they work in certain groups, or with certain hours. Users can keep track of this by setting the **STAT CODE** value to 1.00. Then the 1099R-EXCLUDE-EE Identifier, on IDFDV, should be set up with:

- Field Source = Statistics
- Field variable = the STAT CODE that is used to exclude employee
- Derivation Expression = decode(~,1,'Y','N')

Election Workers

Election workers earnings **should be** reported on the 1099R if:

- The earnings are less than \$600, and the Social Security and Medicare taxes **ARE** withheld

Election workers earnings **should NOT** be reported on the 1099R if:

- The earnings are less than \$600 and the Social Security and Medicare taxes are **NOT** withheld.

Users can manage this reporting as follows:

1. Use a separate pay component to record Election Worker earnings:
 - a. If FICA and Medicare are not calculated for these earnings, users can exclude election worker earnings by **NOT** defining the pay component in the element for each 1099R Box.
2. If the employee is paid with election worker earnings and FICA and Medicare tax **ARE** withheld, users should determine if the employee should be excluded or not. If an employee is excluded, users can set up a **STAT CODE** for the 1099R-EXCLUDE-EE Identifier, on IDFDV, to exclude the employee from reporting on the 1099R form.
3. Users can exclude all Election Workers by setting the EASD.ASSIGNMENT_TITLE to **ELECTION WORKER**, then setting the 1099R-EXCLUDE-EE Identifier to EASD.ASSIGNMENT_TITLE.

Reissued / Corrected 1099R Forms

If an employee loses their 1099R Form, organizations can reissue the 1099R Form by running the 1099RW Print Program process and selecting the specific employee.

Prior to reissuing the 1099R Forms, users must have the XML file ready for the 1099RW Print Program. The XML file can be from one of the following:

1. Re-run RPYEU to generate the XML file for the reissued employees OR
2. Use the archived XML file from the previous RPYEU run and select the employees from the .XML file

When the 1099RW Print Program process is run, users should enter the word REISSUED or CORRECTED in the **Reissued/Corrected** field, so the 1099R Form is printed with the defined word.

Void 1099R Form

If an error is discovered on the 1099R Forms, and the forms have **NOT** been distributed to the employees, users should fix the error(s) and re-run RPYEU and the 1099RW Print Program.

If an error is discovered on the 1099R Forms, and the forms **HAVE** been distributed to the employees, users must manually correct the 1099R Forms by completing Form 1099R-C for corrections. High Line does not support the 1099R-C form.

The incorrect 1099R should still be filed to the government. High Line does not support the VOID box on the 1099R Form to indicate an error.

RPYEU – US Year End Summary Report

The US Year End Summary Report (RPYEU) is used to verify that the totals are balanced with the Year to Date information before printing the 1099R forms.

Produce US Year End Summary Report

- This report is used to balance to the Year-To-Date Register and the Quarter-To-Date (RPREGT) report
- Check the exception messages from this Summary Report and correct any exceptions
- Generate the 1099R File in the federal format (EF1099R Format is supported for year 2021 reporting)
- Generate the State Information in the federal file format for the States that accept the federal file format
- Produce the 1099R State File for States with the specific State file format requirements
- Users must run the RPYEU process, one State at a time, to generate the State specific file
- Since each State has its own requirements, users must check with High Line to verify if the State is supported, prior to running the RPYEU for a specific State file
- Generate an XML file to populate the 1099RW Print Program to print the 1099R Forms for all processed employees

RPYEU Registration Set Up Audit

When RPYEU is run, users have the option to audit and fix the government registrations set up on the IDGV form. Users can define the following:

Table 9: Exception Options

Option to print exceptions that may exist from set up.	
Regist/Set Up Audit	<p>00 Do not print, run. After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.</p>
	<p>01 Print, do not run. After the Government Registration is audited, print all registrations, DO NOT run RPYEU. This option is used when a user just wants to verify all of the government registration set up prior to running RPYEU. This option allows exception messages to be printed.</p>
	<p>02 Print and Run. After the Government Registration is audited, print all registrations and continue to run RPYEU. This should be the default so users can verify all of the government registration set up and run RPYEU. This option allows exception messages to be printed.</p>

	03	<p>Excp and Run.</p> <p>After the Government Registration is audited, DO NOT print registrations and continue to run RPYEU. This option allows exception messages to be printed.</p>
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RPYEU Exception Messages

Negative (credit) amounts are never allowed for 1099R reporting. If negative amounts are encountered, an exception message is printed. Users must resolve the negative amount and re-run the report until no exceptions are found.

The following set up exception messages are highlighted if one of the **Regist/Set Up Audit** fields are defined that allows exception messages to be printed (Options 01, 02 and 03 only).

Table 10: RPYEU Exception Messages

Code	Message
IMUF	User Field 1099R STATE MEDIA FILING is not set up for P2K_CM_GOVT_REGISTRATIONS
IMUF	User Field 1099R TAX TYPE CODE is not set up for P2K_CM_GOVT_REGISTRATIONS
IMUF	User Field 1099R TAXING ENTITY is not set up for P2K_CM_GOVT_REGISTRATIONS'
IDGV	Federal Registration is not set up for Entity: Entity name
IDGR	1099R EMP TYPE is not set up for: Entity: Entity code Unit: Unit code Group: Group code Effective date
IDGR	State Registration is not set up for State: State name
IDGV Variables	State: State name 1099R STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	Local Registration is not set up for County Tax Jurisdiction: County name
IDGV Variables	County: county name 1099R STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	Local Registration is not set up for City Tax Jurisdiction: City name

IDGV Variables	City: city name 1099R STATE MEDIA FILING = xx is invalid, value must be 00, 01, 02, 03
IDGV	School Registration is not set up for School: School name
Warning	IDFDV Identifier Name is not set up
Warning	IDFDV Identifier Name contains CONSTANT

The following exception messages are always printed for an employee:

Table 11: Always Printed Exception Messages

Code	Message
Empl nnn	Invalid SSN: ssn, SSN must be 11 positions, position 4 and 7 must be a hyphen (-). Users must verify and correct the SSN number, otherwise the 1099Rform and Magnetic Media filing will be incorrect for the employee
Empl nnn	Term date YYYYMMDD is prior to reporting year YYYY. This is a warning that indicates the employee has been terminated in a prior year, but has YTD information for the current calendar year.
Empl nnn	Box 3 999999.99 + Box 7 999999.99 = 999999.99 exceeds Annual Max Wage Base 999999.99. Users must correct either the Box 3 or Box 7 set up. The system does not adjust this number because it does not know if Box 3 or Box 7 is correct. If this situation is not corrected, the 1099R will be rejected as the government does not allow the wage base to exceed the annual maximum.
Empl nnn	Employee has no Federal Information for Employment Type R, employee is bypassed.
Empl nnn	Identifier Amt 999999.99-, negative amount not allowed, amount changed to 0.00. Users must review this error and correct the negative amount, otherwise the system will report zero in this field.
Empl nnn	Identifier Amt 999999.9999 exceeds 2 decimals, amount changed to 999999.99. This can cause a rounding error. Users should review the error to find out why the amount exceeds 2 decimals and correct the data.

Empl nnn	<p>Identifier Amt 999999999.99 exceeds 11 digits, check printed Form and Govt File size.</p> <p>The system highlights the amount that exceeds the 11 digits. Users should review the printing of the 1099R for this field and the government file to report this amount.</p>
Empl nnn	<p>Error: RS record posn 999 length = nn only, Field size exceeded for Amt 999999999.99.</p> <p>This Error message is issued when the Length of the Field Size available on the Magnetic Media file is not large enough to hold the amount. The field size is always checked for each numeric field prior to writing the amount on the file.</p> <p>Users MUST correct this error because the report will show ##### in the field and the government will reject the file.</p> <p>Users should not correct the ##### amount to zero in the file. This will result in an incorrect reporting for the 1099RW, between the 1099RW form print and the 1099R file.</p> <p>The 1099R form may be large enough to print the field size while the Magnetic Media reporting could not report this large amount.</p> <p>Users must find out if incorrect data is the cause of the problem or contact High Line for support.</p>

RPYEU Summary Report Levels

There are 5 levels of reporting for the RPYEU Summary Report:

- Federal
- State
- County
- City
- School District Level

Each level of print can be suppressed by selecting the options from the RPYEU run. However, the Federal level grand total report is always printed to capture all the statistics of the RPYEU run.

The Federal Level print is reported and sorted by employees, and has all levels of details for an employee.

The State, County, City and School District levels are reported and sorted by State, County, City and School District.

Users can suppress the printing of **Set up Exceptions** for IDFDV, IDGV etc., however, the Employee level of exception is always printed to show error or warning messages for an employee.

RPYEU Trace Level

Users should always run RPYEU with the Trace Level set to **Exceptions Only** for all employees.

If there is problem in RPYEU, users should run RPYEU with the Trace Level set to **Program Trace**. This will print a list of processed employees to determine which employee has the problem.

When the Trace Level is set to **Program Trace**, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the Select statements by running RMEX for the RPYEU Execution ID.

After determining which employee has the problem, users should run RPYEU for the specific employee with the Trace Level set to **Utility Trace** to review and determine the problem in detail.

RPYEU Sort Levels

There are 3 options to sort employees in RPYEU for distribution of the 1099R Forms:

1. Sort Level By
2. Sort by Active/Inactive
3. Sort Employees By

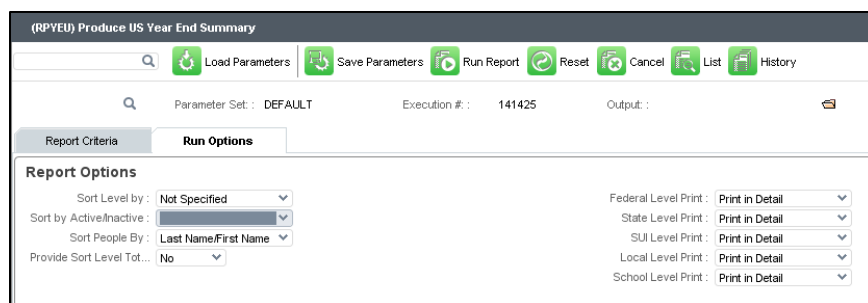


Figure 1: Report Sort Options

RPYEU Sort Level Option: Sort Level By

- Department is the prime assignment details' department that is effective as of the defined 'As of date'.
- Users can define a special '1099R Destination' at the department level or the employee level for 1099R distribution purposes.
- Users can also define to 'Provide Sort Level Totals' by defining a 'Sort Level By' level

Table 12: Sort Level By Options

Sort Level By	
00	Not applicable
01	Department
02	Dept 1099RDestination

03	Dept SUI ER Number
04	Pay Dest (EASD)
05	Location (EASD)
06	1099RDestination (EID)

RPYEU Sort Level Option: Sort by Active/Inactive

This prompt is useful for sorting Terminated employees from Active employees for distribution purposes.

Table 13: Sort by Active/Inactive Options

Sort By Active/Inactive	
00	Do not sort active/inactive. This is the default. When this option is selected, inactive and terminated employees will not be sorted before active employees.
01	Before Sort Level. When this option is selected, all terminated employees will be sorted before the defined Sort Level By field (above). Example: All Inactive employees are grouped together <u>by Department</u> (Sort Level), followed by all Active employees.
02	After Sort Level. When this option is selected, all terminated employees will be sorted after the defined Sort Level By field (above). Example: All Inactive employees are grouped together <u>within each Department</u> (Sort Level), followed by all Active employees in the same department.

Example for 01 – Before Sort Level

Department A has 2 terminated employees (A1, A2) and 3 active employees (A3, A4, A5)

Department B has 2 terminated employees (B1, B3) and 3 active employees (B3, B4, B5)

RPYEU will sort in this order:

Department A	Status: <u>Inactive</u>	Employee A1
		Employee A2
Department B	Status: <u>Inactive</u>	Employee B1
		Employee B2
Department A	Status: Active	Employee A3
		Employee A4

	Employee A5
Department B Status: Active	Employee B3
	Employee B4
	Employee B5

All Inactive employees are grouped together by Department (Sort Level), followed by all Active employees

Example for 02 – After Sort Level

Department A has 2 terminated employees (A1, A2) and 3 active employees (A3, A4, A5)

Department B has 2 terminated employees (B1, B2) and 3 active employees (B3, B4, B5)

RPYEU will sort in this order:

Department A Status: <u>Inactive</u>	Employee A1
	Employee A2
Department A Status: Active	Employee A3
	Employee A4
	Employee A5
Department B Status: <u>Inactive</u>	Employee B1
	Employee B2
Department B Status: Active	Employee B3
	Employee B4
	Employee B5

All Inactive employees are grouped together within each Department (Sort Level), followed by all Active employees in the same department.

RPYEU Sort Level Option: Sort Employees By

This prompt will sort within the **Sort Level By** and **Sort by Active / Inactive** fields.

Table 14: Sort Employees By Options

Sort Employees By	
01	Person Code
02	Last Name/First Name
03	Destin/Last/First
04	Dept/Last/First
05	Mailing ZIP/Last/First
06	Primary ZIP/Last/First

RPYEU Sort by Zip

Mailing 1099R at discount rate

For organizations who are mailing a large volume of the 1099R forms to their employees, arrangements can be made with the US Post Office to mail the 1099R forms at a discounted postal rate if the 1099R forms are sorted by ZIP code.

To mail 1099R forms at a discounted rate, when RPYEU is run, users should select to **Sort Employees By:**

- Mailing ZIP/Last/First name (recommended)
- Primary ZIP/Last/First name

If the IEPI Mailing Address does not exist, the IEPI Primary Address will be used.

The RPYEU report prints the employees by ZIP code sequence and prints the ZIP codes on the Employee's line.

The 1099RW Print Program reads the IPGH **ID Sequence** that has been sorted by the RPYEU process.

NOTE: When using the option to sort by ZIP code, the employees are sorted in ZIP order and not by Last/First name or Person code sequence. This can make it difficult to locate a specific employee.

For auditing and balancing purposes, it is recommended that RPYEU should be run with the **Sort Employee By** parameter set to either Person Code or Dept/Last/First. This will generate the government file, to balance to the RPREGT, and submit to the government.

Prior to printing the 1099R forms through the 1099RW Print Program, users should re-run the RPYEU with the **Sort Employee By** parameter set to either Mailing ZIP/Last/First or Primary ZIP/Last/First to generate the xml file to sort by ZIP code. Users should also verify that this RPYEU run report balances to the RPYEU report from the prior run, to ensure the totals match. Users can then run 1099RW Print Program to print the 1099R forms.

After 1099RW Print Program is run, users should save the RPYEU xml file for backup or auditing purposes. If a user needs to reference the order of 1099R printing, users can re-run RPYEU with the **Sort Employee By** parameter set to either Person Code or Dept/Last/First to generate the government file sequence to be kept on the IPGR / IPGH form for balancing to the government file.

RPYEU Combined Employment Type

The EF1099R media file Code RE Employer record requires to report one of the following types of employment:

- A - Agriculture
- F – Form 944 filer
- H - Household
- M - Military
- Q – Medicare Qualified Government Employment
- R – Regular (All others)
- X – Railroad

The Employment Code is retrieved from the **1099R Employment Type** parameter on the IDGR form or from the employee's FICA and Medicare method defined on the IPRLU form.

All employees with the same Employment Code are grouped together under one Code RE record.

If the FICA method on the IPRLU form **IS** set to **Do not Calculate** and the Medicare method is **NOT** set to **Do not Calculate**, the employee is classified as 1099R Type of Employment Q for 1099R reporting. Otherwise the 1099R Type of Employment is derived from the **1099R Employment Type** field on IDGR.

The EF1099R Federal Filing requires Code RE records to be reported by **Type of Employments**, however, some **States filing do not require to separate employees by Type of Employments**, therefore, the **Combine Employment Types** field on RPYEU is used.

Typically, this field is set to **No** for most RPYEU file reporting, however, if a State filing does not require to file by Types of Employment, users can set this field to Yes to combine all Types of Employment under one Code RE record.

If your organization has only **Regular** Types of Employment, users should set this field to No all the time.

1099R Form Control Number Print

On the 1099R Form, 2-on-1-page, Box D, users can print the Control Number on the Form for reference or distribution purposes, such as a Person Code. Users must set up the following Identifiers on the IDFDV form:

Sequence 2800 – 1099R-CONTROL-PRT

Table 15: 1099R-CONTROL-PRT Fields

Field	Description
Form Code	HL\$US-1099R-2022
Seq #	2800
Identifier	1099R-CONTROL-PRT
Description	Print Control Number on Form
Level	Federal
O/R Prompt	CONTROL NUM PRT
Source	Constant
Field Variable	0, Null – Do not print Control Number on 1099R Form 1- Print Control Number as defined in 1099R-CONTROL-NUM Identifier 2- Print Control Number as defined from RPYEU <i>Sort Level By</i> field 3- Print 1099R-CONTROL-NUM Identifier and Person Code 4- Print <i>Sort Level By</i> field and Person Code 5- Print <i>Sort Level By</i> field and 1099R-CONTROL-NUM Identifier 6- Print <i>Sort Level By</i> field, 1099R-CONTROL-NUM Identifier and Person Code

Sequence 2810 – 1099RW-CONTROL-NUM

Table 16: 1099RW-CONTROL-NUM Fields

Field	Description
Form Code	HL\$US-1099R-2022
Seq #	2810
Identifier	1099R-CONTROL-NUM
Description	Control Number on Form

Level	Federal
O/R Prompt	CONTROL NUMBER
Source	Database Column
Field Variable	Enter your company data, such as EID.PERSON_CODE, or DLN.LOCALITY, or PPA.PAYROLL_CODE, etc.

If Seq # 2810 1099R-CONTROL-NUM defines a Data Base Column, such as PPA.PAYROLL_CODE, and:

- within the reporting year the employee has been paid by more than one entry of this data base column, (employee is paid under 2 Payroll Codes), and
- the Government Registrations are the same:

the YTD values will be accumulated together, and **1099R Form Box D** Control Number will be printed with one PAYROLL_CODE only, usually the PAYROLL_CODE that is sorted last, is printed.

Example:

Employee is paid by PAYROLL_CODE: US CENTRAL BW

Employee is also paid by PAYROLL_CODE: US WEST BW

Then the **US WEST BW** code will be printed.

RPREGT – Pay Totals Register

Run the To Date Register (RPREGT) to create the summary register of YTD totals for employees.

Users can run RPREGT for a group, unit, department, etc., or for a list of employees using the **People List Code** parameter.

Create an element on the IPPE form with only the pay components that will be reported on the 1099R form. This will greatly reduce the size of the Year-to-Date Register.

If an employee worked in two different jurisdictions, there will be one register for each jurisdiction. Consequently, the employee will receive a separate 1099R form for each jurisdiction.

For auditing purposes, (comparing RPREGT TO RPYEU) users should define the **Provide Totals By** field as **Fed Regist Number** when RPREGT is run.

RPYEU Report Selection Criteria

Enter the most current year’s IDFDV Form Code for 1099R reporting.

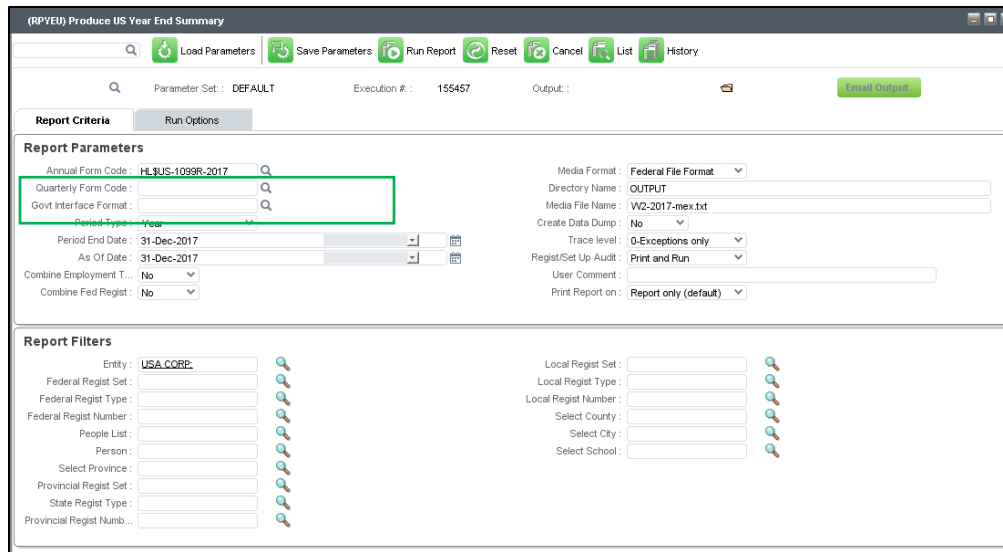


Figure 2: Form Code Field Location

RPYEU Report Parameters

Table 17: RPYEU Report Parameters

Field	Description
Annual Form Code	<p>Mandatory</p> <p>Form Code that is defined on the IDFDV form</p> <p>NOTE: always use current year form code, such as HL\$US-1099R-2022. DO NOT use a prior year form code as the Identifiers may be obsolete.</p> <p>For 2021-2022 reporting, the HL\$US-1099R-2022 form code contains the Store Option field to store the Employer Addresses, Employee Addresses and Amounts in the government remittance tables, which can be viewed on the IPGR or IPGH forms.</p>
Quarterly Form Code	Blank for Annual Reporting
Govt Interface Format	Blank for Annual Reporting
Period Type	Enter the Year for Annual Reporting
Period End Date	Enter the Year Ending Date
As of Date	The start date of the reporting period

<p>Combine Employment Type</p>	<p>Should the employees on the report be sorted by their Employment type? Set this toggle to ON to combine Regular and Other Types of Employment (such as Agriculture).</p>		
<p>Combine Fed Regist</p>	<p>Should all the selected Federal Regist for State/Local reporting be combined? Set this toggle to ON to combine all selected Federal Regist for State/Local reporting.</p> <p>DO NOT SET THIS TOGGLE TO ON WHEN GENERATING THE FEDERAL FILE.</p> <p>When this toggle is set to ON, the RPYEU process will not store the Federal Level amounts on the IPGH form because the Federal Registration Numbers are combined and will not be linked to a specific Federal Registration Number</p>		
<p>Media Format</p>	<p>Enter the Federal file format for SSA reporting</p>		
<p>Directory Name</p>	<p>The directory name where the government Magnetic Media file will be stored.</p>		
<p>Create Dump Data</p>	<p>Should a data dump file with the extension of .csv be generated?</p> <p>When this toggle is set to YES, RPYEU will generate data dump files with a .csv extension for Federal, State, Local and School information. Users can open the data dump file in an Excel spreadsheet for debugging and balancing purposes.</p>		
<p>Trace Level</p>	<p>Users should always run RPYEU with the Trace Level set to Exceptions Only for all employees.</p> <p>If there is problem in RPYEU and a user needs to determine which employee has the problem, the user should run RPYEU with the Trace Level set to Program Trace. This will print a list of processed employees to determine which employee has the problem.</p> <p>When the Trace Level is set to Program Trace, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEU Execution ID.</p> <p>After determining which employee has the problem, users should run RPYEU for one employee with the Trace Level set to Utility Trace to determine the problem in detail.</p>		
<p>Regist/Set Up Audit</p>	<p>Option to print exceptions that may exist from set up. Options are:</p> <table border="1" data-bbox="467 1717 1422 1898"> <tr> <td data-bbox="467 1717 521 1766"> <p>00</p> </td> <td data-bbox="521 1717 1422 1898"> <p>Do not print, run.</p> <p>After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.</p> </td> </tr> </table>	<p>00</p>	<p>Do not print, run.</p> <p>After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.</p>
<p>00</p>	<p>Do not print, run.</p> <p>After the Government Registration is audited, do not print all registrations, continue to run RPYEU. This option suppresses all exception messages to be printed.</p>		

	01	<p>Print, do not run.</p> <p>After the Government Registration is audited, print all registrations, but do not run RPYEU. This option is used when a user just wants to verify all of the government registration set up prior to running RPYEU. This option allows exception messages to be printed.</p>
	02	<p>Print and Run.</p> <p>After the Government Registration is audited, print all registrations and continue to run RPYEU. This should be the default so users can verify all of the government registration set up and run RPYEU. This option allows exception messages to be printed.</p>
	03	<p>Excp and Run.</p> <p>After the Government Registration is audited, do not print registrations and continue to run RPYEU. This option allows exception messages to be printed.</p>
User Comments		Enter a comment to print on the RPYEU report

RPYEU Run Options

Table 18: RPYEU Run Options

Field	Description
Sort Level By	How should the employees be grouped for sorting?
Sort by Active /Inactive	Should the employees on the report be sorted by their status?
Sort Employees By	How should the employees on the report be sorted?
Provide Sort Level Totals	Should there be totals reported at the Sort Level selected?
Federal Print Level	Defines the level of detail to print
State Print Level	Defines the level of detail to print
SUI Print Level	Defines the level of detail to print
County Print Level	Defines the level of detail to print
City Print Level	Defines the level of detail to print
School District Print Level	Defines the level of detail to print

RPYEU Report Filters

Table 19: RPYEU Report Filters

Field	Description
Entity	To define and report on a specific Entity
Federal Regist Set	To define and report on a specific Federal Registration Set (on IDGV)
Federal Regist Type	To define and report on a specific Federal Registration Type (on IDGV)
Federal Registr Number	Employer Identification Number (on IDGV)
People List	This field limits the process to the people in the defined list.
Person	Person Code of employee you are testing with
Select State	Do not enter a State when generating the Federal File or 1099R forms. If a State is entered, RPYEU will automatically switch to report by this State only.
State Regist Set	To define and report on a specific State Registration Set (on IDGV). Not required for Annual reporting.
State Regist Type	To define and report on a specific State Registration Type (on IDGV). Not required for Annual reporting.
State Registr Number	Only for Quarterly State Filing. If a State is not entered, then the Federal Registr Number is used (on IDGV)
Local Regist St	To define and report on a specific Local Registration Set
Local Regist Type	To define and report on a specific Local Registration Type
Local Registr Number	To define and report on a specific Local Registration Number
Select County	To define and report on a specific County
Select City	To define and report on a specific City
Select School	To define and report on a specific School District

RPYEU Selection Criteria for Quarterly Reporting

Table 20: Selection Criteria for Quarterly Reporting

Field	Description
Annual Form Code	Form Code that is set on the IDFDV form NOTE: always use current year HL\$US-1099R-2022
Quarterly Form Code	Optional. If not defined, it defaults to the Annual Form Code with EF1099Rformat. If the State is using a format such as the ICESA, TIB-4 and special formats for quarterly reporting, enter HL\$US-QTR-2014. HL\$US-QTR-2014 will not be updated after 2014 because this format code is only used for prior year ICESA and TIB-4 formats. Most States are now converted to EF1099 RW.
Govt Interface Format	Optional. Some States require specific government XML file format that is defined on the IDIF form. Example: The Florida State format is HL\$US-QTR-FL2018 Please refer to the State document that indicates if this parameter should be used.
Period Type	Enter Quarter for Quarterly Reporting
Period End Date	Enter the Quarter End date
As of Date	The start date of the reporting period
Combine Employment Type	Should the employees on the report be sorted by their Employment type? Set this toggle to ON to combine Regular and Other Types of Employment (such as Agriculture).
Combine Fed Regist	Should the all selected Federal Regist for State/Local reporting be combined? Set this toggle to ON to combine all selected Federal Regist for State/Local reporting. DO NOT SET THIS TOGGLE TO YES WHEN GENERATING THE FEDERAL FILE. When this field is set to Yes, the RPYEU process will not store the Federal Level amounts on the IPGH form because the Federal Registration Numbers are combined and will not be linked to a specific Federal Registration Number
Media Format	Enter the State File Format or SUI File format for State Reporting. For the SUI File Format, the SUI Registration Number from the IDGV form is used.

RPYEU Quarterly Report Filters

Table 21: Quarterly Report Filters

Field	Description
Entity	Enter only to select specific Entities
Federal Regist Set	Enter only to select by different Federal Registration Sets , from IDGV
Federal Registr Number	Employer Identification Number, from IDGV
Select State	Mandatory for Quarterly State Filing. If a State is not entered, the process is run for Federal Reporting.
State Regist Set	Enter the State Registration Set. Enter the State Registration Set and State Registr Number <u>ONLY</u> when running for one State.
State Registr Number	Enter the State Registration Number. Enter the <i>State Registration Set</i> and State Registr Number <u>ONLY</u> when running for one State.

Please enter all other fields accordingly.

RP1099RW Form Print Program

The US 1099R Forms (RP1099RW) report will print a list of 1099R forms. The RP1099RW program currently supports the 2 on-a-page format.

RP1099RW Report Parameters

Table 22: RP1099RW Report Parameters

Field	Description
EE/ER Copy	Defines if the Employee or Employer copy of 1099R will be printed
	01 – Employer Copy <ul style="list-style-type: none"> • For one page, print multiple employees 1099R info • For 2 on 1 page, print 2 employees on one page • For 4 on 1 page, print 4 employees on one page Use the employer copy to send to the government or keep for historical purposes.
	02 – Employee Copy <ul style="list-style-type: none"> • For one page, print one Employee 1099R info • For 2 on 1 page, print 1 employee 2 times • For 4 on 1 page, print 1 employee 4 times
Corrected Toggle	When this toggle is set to ON, an “X” will be printed in the Corrected box (top of form).
Reissued/Corrected	Defines if the 1099R is being reissued for an employee. If an employee has lost their 1099R form and have requested a replacement copy, users should run the RP1099R process and define the Person Code for the specific employee. Enter the word REISSUED in this field for re-issued 1099R forms Enter the word CORRECTED in this field for corrected 1099R forms. Users can enter a date in this field to indicate the Date of the Corrected copy (if an employee has more than one corrected copy). The exact wording in this field will be printed on the top of the 1099R form.
Exception Level	Defines the level of detail on the exception report. Users should always run with the Exception Level set to Exception Only for all employees, unless it is being used for debugging.

Trial Print Only	<p>Defines if the Print Stage field on the IPGH form will be updated when the 1099s are printed.</p> <p>When set to YES, the field will not be updated.</p> <p>When set to NO, the Print Stage will be updated to Forms Printed.</p>
User Comment	<p>Users can enter a comment that will print on the top line of the RP1099R report.</p>

RP1099RW Report Filters

Table 23: RP1099RW Report Filters

Filter	Description
GVT Run	<p>Mandatory. This field defines the GVT Run number to be used to read, extract the data from and produce the 1099R forms.</p>
State	<p>Optional. If used, only one State can be entered.</p> <p>This field should not be defined when users are printing the Employee Copy. Employees MUST have all of the States printed on their 1099R forms.</p> <p>When printing the Employer copy, users can define to print by State to file the 1099R paper copy to the State.</p>
Person	<p>Users can enter one or more person codes to report on.</p>

1099R Form Box Definitions

Users should read the following form descriptions and refer to IRS Instructions for Forms 1099R and 5498 (<https://www.irs.gov/pub/irs-pdf/i1099RW.pdf>), prior to setting up the IDFDV form.

1099R format for reporting

Table 24: 1099 Form Box Definitions

Box	Title	Description
1	Gross Distribution	Enter the total amount of the distribution before income tax or other deductions were withheld
2a	Taxable Amount	Enter the taxable amount
2b	Total Distribution	Enter an "X" in this box only if the payment shown in box 1 is a total distribution
2b	Taxable Amount Not Determined	Enter an "X" in this box if you are unable to reasonably obtain the data needed to compute the taxable amount.
3	Capital Gain (Included in Box 2a)	Report any amount that is taxable as a capital gain
4	Federal Income Tax Withheld	Enter any federal income tax withheld
5	Employee Contributions/ Designated Roth Contributions or Insurance Premiums	Enter the employee's contributions
6	Net Unrealized Appreciation (NUA) in Employer's Securities	Use this box if a distribution from a qualified plan (except a qualified distribution from a designated Roth account) includes securities of the employer corporation
7	Distribution Code(s)	Enter an "X" in the IRA/SEP/SIMPLE checkbox if the distribution is from a traditional IRA, SEP IRA, or SIMPLE IRA. Do not check the box for a distribution from a Roth IRA or for an IRA recharacterization
8	Other	Enter the current actuarial value of an annuity contract that is part of a lump-sum distribution.
9	Your Percentage of Total Distribution	If this is a total distribution and it is made to more than one person, enter the percentage received by the person whose name appears on Form 1099-R.

9b	Total Employee Contributions	You are not required to enter the total employee contributions or designated Roth contributions in box 9b
10	Amount Allocable to IRR Within 5 Years	Enter the amount of the distribution allocable to an IRR made within the 5-year period, beginning with the first day of the year in which the rollover was made.
11	1st Year of Desig. Roth Contrib	Enter the first year of the 5-tax-year period
Boxes 12–17	State and Local Information	These boxes and Copies 1 and 2 are provided for your convenience only and do not need to be completed for the IRS. Use the state and local information boxes to report distributions and taxes for up to two states or localities.
	FATCA Filing Requirement	Check the box if you are an FFI reporting a cash value insurance contract or annuity contract that is a U.S. account in a manner similar to that required under section 6047(d). Note: This is not supported on the HL\$1099R-YYYY Form Code
	Account Number	The account number is required if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-R.
	Date of Payment	Enter the date payment was made for reportable death benefits.

Changes? Questions?

Any questions, comments or suggestions for High Line can be sent to our training documentation team at education@highlinecorp.com.