# Tax – 1099 Tracking

Be sure your 1099 tracking feature is turned on.  Go to Edit, Preferences, Tax:1099, Company Preferences and answer Yes to Do you file 1099 MISC forms, then go to the box below.

For each box (typically Box 1 Rents, and Box 7 NonEmployee Compensation), choose the accounts where these rents and/or services would be booked.   You can choose multiple accounts, and a new window will pop up that will allow you to check more than one account for QuickBooks to search through.

Lastly, be sure your service and rent providers are set up as vendors.  When setting the vendor up, go into the Additional Information tab, and check that the vendor is eligible for a 1099.  Enter the tax identification number in this screen, per the W-9 form.

Verify that your address for the vendor reflects the most current W-9 form.