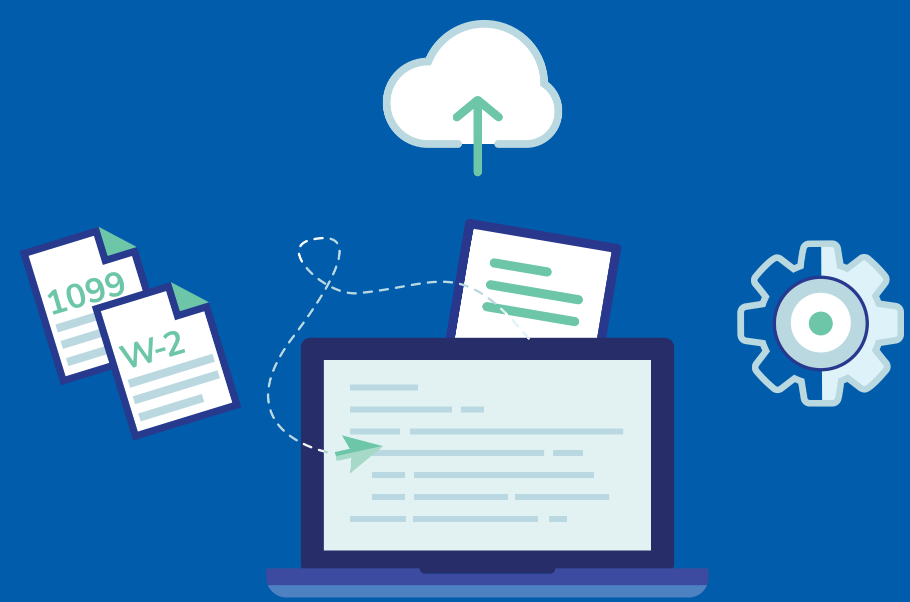
OVER 40 METCOM YEARS OF PRINT SOLUTIONS

Quick Start Guide to E-File



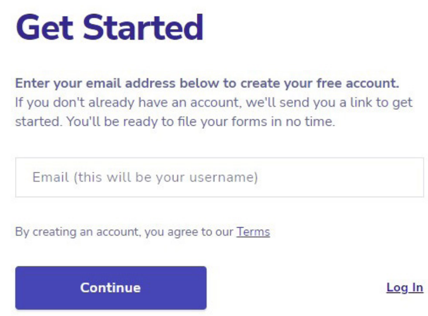
Filing tax information returns including 1099s and W-2s is fast and easy!

4 EASY STEPS

You can complete your forms directly on the site in just a few minutes.

1 Create a free account

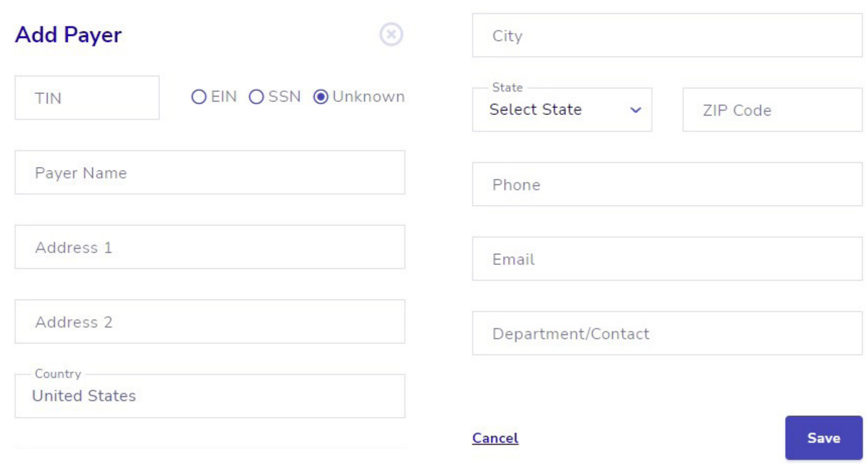
You can try out our service – including creating and saving forms – with no obligation. You don't pay a cent, or even enter a credit card number, until you are ready to file a form and check out.



2 Set up your payer and recipient records

The "payer" is the company or other entity that paid the form recipient. If you're preparing forms for more than one company or client, you can create additional payers under one account. Have a lot of payers or recipients to add? See page 5 for upload options.

Enter the name, address, and SSN or TIN for each recipient (contractor, employee or other payee).



3 Fill out the on-screen forms

Just select the payer and recipient from the drop-down lists and fill in the required “boxes” with the payment amounts. If you’re missing information, you can save partially completed forms in your account and return later to complete and file them.

4 Review and submit your completed forms

You decide which forms to submit, when you are ready. Add all your forms to the cart and check out once, or submit them in batches (by company, client or form type, for example).

We’ll take care of the rest!

Once you've submitted your forms, we do the rest.

After you submit your forms, we:

E-file your forms directly to the IRS and/or SSA
During tax-filing season, we file daily, sometimes multiple times each day.

Deliver forms to your recipients (if you select this service)
We can print and mail your forms to recipients. Forms are pressure-sealed using high-security paper and delivered via first-class mail. Or we can e-deliver to your recipients if you provide their e-mail addresses. We will give them the choice to access their forms immediately online via a secure link. No waiting for the mail!

Notify you via email at each step of the way

You'll receive e-mail confirmations when:

- You complete your transaction (check out)
- Your recipient copies are postmarked and mailed
- The IRS/SSA will begin processing 2024 form filings mid-January 2025.
- Store your form data on our secure servers. You can view or print PDF versions of your forms any time after filing, for at least four years.

Have many forms to file?
We have upload options.

To make it even easier:

If you have many forms to file, use accounting software, or you are a tax preparer filing on behalf of multiple clients, use one of these upload options:

QuickBooks Online Plus
All vendors flagged as 1099 vendors will be transferred automatically and instantly from your existing QuickBooks® Online Plus account straight into your e-file account.

QuickBooks Desktop Plug-In
Install our QuickBooks Plug-In to easily export all your 1099-NEC form data in the correct format.

Xero API
Import your 1099-NEC form data directly from your Xero account.

Excel Template
Download our Excel template to file multiple form types. It provides predefined columns for all the required payer, recipient, form and amount fields. You can copy and paste data from other reports/ systems or fill in the fields directly for uploading.

To use these upload options ...

just register or log in and click on the “Select Your Software” button on the dashboard for easy to follow step-by-step instructions.

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