

How to Send a File for Tin/Name Match or e-Filing

1. Memorize the Location and Filename of the file you are sending.
2. If you are sending a spreadsheet, **close Excel**.
3. If you are sending a 1099Express .src file, **close 1099Express**.
4. Click here to go to the 1099Express web site --- > www.1099Express.com
5. Click on the Service Bureau link.



click here




[Home](#) [DOWNLOADS](#) [PRICES](#) [ORDER](#) [Tin Matching](#) [Mailers](#) [IRS Forms/Pubs](#) [Service Bureau](#) [Contact Us](#)

3. Click the link to send your file (below).

1099 Express Service Bureau



1099Express is an Authorized IRS e-file and software provider.

To SEND your file via secure web site: [Click here to SEND your file.](#)  **Click here to send**

To RECEIVE a file via secure web site: [Click here to RECEIVE a file.](#)

4. Click the BROWSE BUTTON.

[Home](#) [DOWNLOADS](#) [Service Bureau](#)

Please click the BROWSE button to locate your file.
Then click UPLOAD to SEND the file to our Service Bureau.

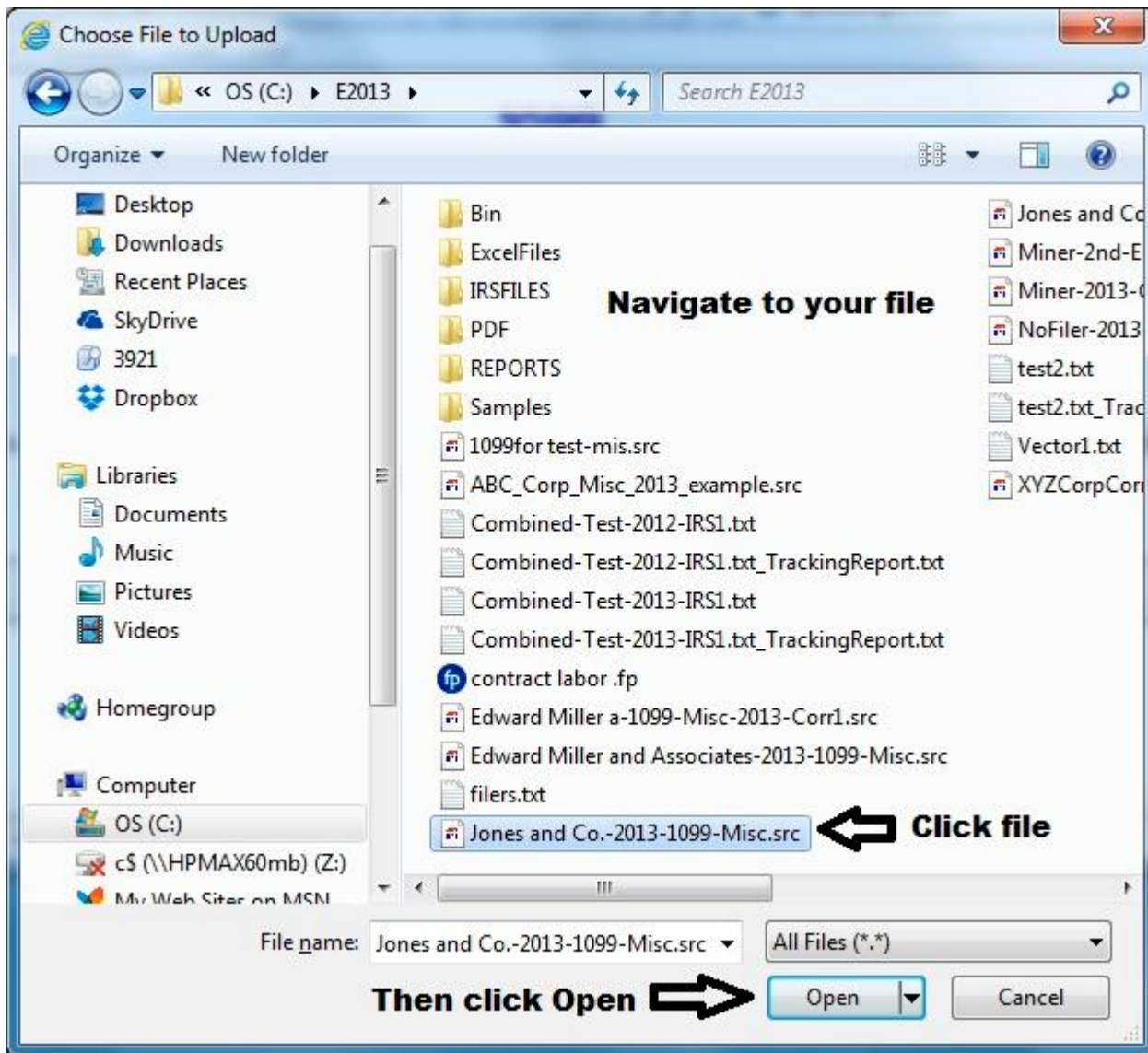
click Browse

Service Bureau Upload - Secure SSL 128 bit Encryption



Select File to Upload:

5. Navigate to the Location and Filename you memorized in step 1 (see below).



6. Then click the Upload Button.

Service Bureau Upload - Secure SSL 128 bit Encryption

Select File to Upload: C:\E2013\Jones and Co.-2013-1099-Misc.src Browse...

Click upload then wait  >> Upload >>

Jones and Co.-2013-1099-Misc.src uploaded
content type: application/octet-stream
content length: 2118

Then Click here



[FILE UPLOADED SUCCESSFULLY - CLICK HERE TO NOTIFY US](#)

7. Complete the notification page. **THIS PAGE REQUIRES A CREDIT CARD.**

The screenshot shows a web browser window at <https://1099program.com/>. The page is titled "Prices" and contains the following sections:

- Prices:** Tin/Name Match: \$74 up to 10,000 records; E-File all files \$75 (up to 10,000 forms per file).
- The purpose of this file is:** Radio buttons for "e-File 1099s to IRS only Not Recommended", "Tin/Name Matching only", "Other", "e-File 1099s to IRS and STATES Use this FREE option?", and "Print and Mail*".
- Contact Information:** Fields for "1099Exp Customer No. (optional)", "1099Exp Customer Company Name", "Your name", "Your E-Mail", "Your Phone", and "Fax". A note states: "Enter your Company name as registered with 1099 Express. Not a different client of division name that is being filed to the IRS."
- Payment Method:** A note says "The 'Invoice Me' option is no longer supported." Radio buttons for "Credit Card" and "Was pre-paid by Invoice Number" with an adjacent field.
- Credit Card Information:** Fields for "Card Number", "Name on Card", "Card Type" (set to "Visa"), and "Exp Date" (set to "01" and "2015").

8. Click Continue.

9. If e-Filing to the IRS, you should receive your IRS confirmation ASAP.